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St Francis Xavier is a school that operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Aim of this OHS Policy

To inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at St Francis Xavier.

## Who has ultimate authority and responsibility for OHS in this school?

The daily administration of OHS matters has been delegated to the school Principal Mary Jones.

## Commitment to OHS

St Francis Xavier and its management is committed to:

* providing a safe and healthy workplace to staff, students, visitors, contractors and other parties
* ensuring that our school can meet its OHS obligations
* providing OHS information, training and supervision to employees and other relevant parties
* consulting with employees (and their representatives), managers and other stakeholders on OHS issues
* resolving any OHS issues by following the school’s OHS Issue Resolution procedure.

## Responsibilities

St Francis Xavier and its senior management is responsible for:

* providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties
* providing and maintaining safe plant and systems of work
* making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances
* maintaining, so far as is reasonably practicable, a school that it is safe and without risks to physical and mental health
* providing adequate facilities for the welfare of all employees and students
* providing information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner.

Employees, contractors and sub-contractors will be responsible for:

* fulfilling their duties under OHS legislation and acting in a safe manner
* taking reasonable care of their own health and safety and that of others affected by their actions
* complying with the safety procedures and directions. Acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

## Review

St Francis Xavier is committed to the continual improvement of its OHS performance.

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| Authorised by: Principal |  |  |
| Signature: |  | Date: 04/06/2021 |

Policy ratified by School Leadership Team: 3 November 2021  
The person responsible: Mary Jones  
Next review date: 3 November 2022Relevant Legislation

Victorian [Occupational Health and Safety Act 2004](https://content.legislation.vic.gov.au/sites/default/files/2020-06/04-107aa033%20authorised.pdf)

### Related school policies

Essential Safety Measures Policy

First Aid Procedures

### Related documents

OHS Issue Resolution Flowchart

OHS Induction Checklist

### External resources

WorkSafe Victoria 2017 [OHS in schools: A practical guide for school leaders](http://www.cecv.catholic.edu.au/Media-Files/OHS-WC/Training-Training-Materials/OHS-in-Schools-2017-WorkSafe-(1).aspx)