

“Serve Him in Others”

ST JOSEPH’S COLLEGE TOOWOOMBA

WORKPLACE HEALTH AND SAFETY POLICY

Rationale:

St Joseph’s College is committed to promoting and securing the health and safety of all staff, students and other users of its educational facilities. This will be achieved by promoting and maintaining a safe and healthy environment. St Joseph’s College self regulates this policy based on the workplace health and safety standards, provided by the Diocesan Workplace Health and Safety Adviser and the need to comply with the Workplace Health and Safety Act 2011. Workplace health and safety is integral to this College and management practices will reflect this.

Values:

Care and concern for people.

Policy Statement:

St Joseph’s College aims to provide a workplace which offers a healthy and safe environment for staff, students and other users. All involved in the use of our educational facilities will show reasonable diligence in situations relating to health and safety for themselves and for others.

Consequences:

- St Joseph’s College, in collaboration with the Toowoomba Catholic Education Office Education authorities, will develop and implement sound workplace health and safety management strategies.
- The Principal of St Joseph’s College will ensure that those involved with our educational facilities are informed of their various obligations and responsibilities.
- The Principal of St Joseph’s College will ensure all injuries, incidents and exposures will be reported to the level of detail appropriate and in a timely manner to avoid a repeat of an incident.
- The Principal of St Joseph’s College endorses a ‘no blame’ policy within the College, and encourages the process of identifying and learning from mistakes: creating a culture of continuous improvement rather than an attitude of avoidance.
- The Principal of St Joseph’s College expects all staff to have the professionalism and moral courage to report incidents and to protect those at the College.

Procedure:

- A Workplace Health and Safety Officer is appointed for this College.
- All staff shall receive the appropriate level of training to conduct their duties safely and to take responsibility for their own and their colleagues' safety.
- All staff have a responsibility to conduct hazard identification and employ risk management processes in all tasks undertaken.
- If a member isn't sure of how to do something safely, they are required to act responsibly and to actively improve their knowledge and practices in order to be able to ensure safety.
- Regular meetings of a Workplace Health and Safety Committee will be held in accordance with guidelines set down in the WHS Act of 2011 in order to review work safety procedures and control measures to ensure that risk mitigation strategies continue to provide the management of any hazards.
- As part of new staff induction, Workplace Health and Safety procedures and responsibilities for this workplace will be outlined.

Mr C. Welch

Principal
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