



NOTRE DAME COLLEGE

OCCUPATIONAL HEALTH AND SAFETY STATEMENT

1.0 COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY

Notre Dame College is committed to the health, safety and welfare of all its staff, students, those contracted to perform work on its behalf and visitors to our premises. Notre Dame College regards its Occupational Health and Safety (OHS) responsibilities with the utmost importance and, as such, resources will be made available to comply with all relevant Acts and Regulations to ensure the workplace is safe and without risk to health.

All Notre Dame College leaders, staff, contractors and visitors, have a shared responsibility for contributing to the health and safety of all persons in the workplace. The promotion and maintenance of OHS, and the dissemination of OHS information, is primarily the responsibility of Leadership Executive. Leaders at all levels, in consultation with staff, have the responsibility for developing, implementing and continually reviewing Notre Dame College's OHS Program.

2.0 OHS PROGRAM OBJECTIVES

The Notre Dame College OHS Program provides the framework for:

- The continuous review and development of safe work methods
- The achievement of a safe working environment
- The promotion of good health within the work force
- Reducing the number and severity of injuries in the workplace
- Ongoing compliance with all relevant Acts, Regulations, Standards and Codes of Practice.

Notre Dame College is committed to the effective implementation of its OHS Program within Policy Plus and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of OHS including, but not limited to:

- OHS training and education for all employees – general and hazard specific
- Work system and procedure design, workplace design and standard work methods
- Changes to work methods and practice
- Emergency procedures and drills
- Provision of OHS services, equipment and facilities
- Workplace inspections and safety plans
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to staff, contractors, sub-contractors and visitors.

The OHS Program is accessed through the College Intranet.

3.0 STRATEGIES

Risk Management: Notre Dame College has established a documented OHS and Risk Management system with procedures for identifying, assessing and controlling workplace hazards. This system has been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000.

Consultation: An OHS Committee and Health and Safety Representatives (HSRs) have been appointed to provide an effective consultative mechanism. Staff and Students are able to provide input into the OHS Programme. Leadership will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfill their OHS responsibilities.

4.0 RESPONSIBILITIES UNDER THE OHS ACT 2004

Positions of Leadership / Management Role: Each staff member with a Position of Leadership (POL) or Management Role is required to ensure that the OHS Program is developed and effectively implemented in areas under their control. They will also support other leaders and managers who report into them and hold them accountable for their specific responsibilities.

Staff: All staff are responsible, and will be accountable for, taking all practical measures to ensure that the workplace under their control is safe and without risks to health, and that the behaviour of all persons in the workplace is safe and without risks to health. Staff will be held accountable for detecting any unsafe or unhealthy conditions or behaviour.

If staff do not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to a member of leadership with the necessary authority to effect a remedy.

Staff and Students: All staff and students are required to cooperate with the OHS Program to ensure their own health and safety and the health and safety of others in the workplace. All staff and students will carry out their activities according to the safe systems of work and use all plant, materials, tools and substances in the manner for which they are intended.

Contractors, Sub-Contractors, Volunteers and Visitors: All contractors, sub-contractors, volunteers and visitors are required, to comply with Notre Dame College's OHS Program and to observe directions on health and safety from Notre Dame College staff. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

5.0 EVALUATION

Notre Dame College is committed to the establishment of measurable objectives and targets for OHS to ensure continuous improvement aimed at the elimination of work related illness and injury.

The effectiveness of Notre Dame College's OHS & Risk Management Programs will be measured by the:

- Effective identification of hazards;
- Effective development and implementation of safety procedures; and
- Decrease in lost time due to illness and injury and a resulting reduction in premiums.

6.0 RESOURCES SUPPORTING OUR OHS PROGRAM

- A Return-to-Work Coordinator
- First Aid Facilities
- Time for effective safety training of the workforce
- Regular monitoring and review of the OHS Program

7.0 KEY DOCUMENTS

- Injury Management and Return-to-Work Program
- OHS Program
- Victorian OHS Act 2004
- Victorian OHS Regulations 2017

8.0 REVIEW TIMELINE

The OHS Program will be continuously reviewed and updated as required.

This statement is to be reviewed by the Leadership Executive Team at least every three years.

Initially Ratified: May 2019

Next Review to be completed by: 2022