Occupational Health & Safety Policy

Date Approved:	21 May 2024
Approved by:	SCC Board

1. Vision

Shepparton Christian College's commitment involves establishing a workplace conducive to the safe execution of all work activities. The College will adopt reasonably viable measures to eliminate or mitigate risks to the well-being, safety, and welfare of employees, contractors, visitors, and other individuals impacted by our operations.

2. Purpose

The Shepparton Christian College (SCC) Occupational Health and Safety (OHS) Policy is designed to ensure a secure and healthy setting for its staff, students, and visitors. SCC acknowledges its obligations under the Occupational Health & Safety Act (2004) and will implement all necessary measures to ensure safe work practices and conditions are adhered to.

3. Objectives

The SCC Occupational Health and Safety (OHS) Policy aims to establish a systematic approach to managing health and safety concerns in the workplace. Along with other relevant policies, frameworks, and documents, this policy aims to ensure that we comply with the work health and safety regulations. By doing so, SCC can fulfil its responsibilities in maintaining a safe and healthy work environment for the College.

SCC is responsible for ensuring the safety and well-being of its staff, students, visitors, volunteers, and contractors. The College is required to establish and maintain effective occupational health and safety processes to fulfil this responsibility. These processes assist the College in meeting its legal duty of care and are aligned with the Victorian Department of Education compliance requirements.

SCC is committed to taking all reasonable steps to meet its obligations, including but not limited to:

- Consult with employees on OHS matters
- Identify hazards and control risks
- Comply with OHS legislation and guidelines
- Establish clear OHS responsibilities
- Support staff well-being with OHS services
- Monitor and improve OHS performance
- Allocate resources for a safe workplace
- Provide OHS training to staff
- Record and prevent incidents. OHS Policy

4. General Principles

The health, safety, and well-being of staff, students, contractors, and visitors engaged in College activities at SCC are guided by general principles.

- Prioritising the health, safety, and well-being of its staff, students, contractors, and visitors engaged in College activities.
- Leading in occupational health, safety, and wellbeing and striving for a best practice framework in OHS and wellbeing.
- Empowering staff and students by providing and supporting services, programs, and initiatives to help them fulfil their responsibilities and contribute to a culture of safety, good health, and wellbeing.
- Communicating and consulting with staff, students, and employee representatives regarding College activities that may impact their physical and mental health, safety, and wellbeing.
- SCC commits to fulfilling its legal and other obligations.
- Eliminating hazards and reducing OHS risks, including the risk of injuries, diseases, and ill health resulting from College activities.
- Monitor and evaluate its performance at all levels to continuously improve health, safety, and wellbeing management.

5. Related Policies, Documents and Legislation

- SCC Safety Management Framework
- SCC Return to Work Policy
- Occupational Health and Safety Act (2004)
- Occupational Health and Safety Regulations 2017 (Vic)
- Compliance codes as set out by WorkSafe Victoria
- SCC Risk Management Policy and Framework Outline
- International Standard ISO 31000-Risk Management

6. SCC Safety Management Framework

SCC has established a documented Safety Management Framework to assist with health and safety and fulfilling responsibilities under work health and safety regulations. The structure of the Safety Management Framework includes;

- Work Health and Safety Requirements
- General OHS Information
- OHS Hazard Management
- Mental Health and Wellbeing OHS
- Relevant Forms and Checklists

An Occupational Health and Safety Committee and Officer are used to provide an effective consultative mechanism. Employees have the opportunity to provide their valuable input into the OHS Policy & OHS Program. When planning work, management will consult with contractors, volunteers, and visitors to determine the most effective means of ensuring all parties fulfil their OHS responsibilities.

7. Responsibilities

Below is a summary of the SCC's key roles and responsibilities regarding health and safety.

College Board
The Board is responsible for approving the OHS Policy and Safety Management Framework. The Board is ultimately responsible for the College's performance in managing risk including OH&S. They ensure continuous procedures to periodically monitor and evaluate performance, and suggest modifications if required.

Principal
The Principal is responsible for securing a workplace free from any health hazards. In order to achieve this objective, the Principal must take all necessary measures. Furthermore, it is the responsibility of the Principal to ensure that individuals in the workplace conducts themselves in a way that is safe and does not pose any health risks.

College Senior Leader Team
The College Senior Leadership Team is responsible for effectively developing, implementing, monitoring, and periodically reviewing both the OHS Policy and the Safety Management Framework. Additionally, they are required to offer support to the College's Managers, Staff and Supervisors to hold them accountable for their respective responsibilities.

Employees
All staff must co-operate with the Occupational Health and Safety Policy to guarantee their wellbeing and that of their colleagues in the workplace. They must become familiar with the policy and are required to perform their duties following SCC's safe work procedures and appropriately use all equipment, materials, tools, and chemicals. Employees take reasonable care for their own health and safety and co-operate with SCC's efforts to comply with its legal duties including SCC system for reporting OH&S incidents and hazards.

Contractors / Volunteers
It is required that all individuals who are volunteering, working as third-party contractors, or visiting SCC premises adhere to the OHS System and follow any health and safety instructions provided by SCC employees. If an individual fails to comply or follow a direction, this will be considered a violation of their engagement and may result in the termination of their contract, if applicable.

8. Continuous Improvement
The SCC Safety Management Framework includes guidelines and procedures for continuous improvement in reducing work-related injuries and illnesses. The effectiveness of SCC's Occupational Health and Safety System will be assessed based on how well it identifies hazards, develops and executes safety plans, and reduces lost time due to illness and injury. OHS Policy

9. Resources
SCC allocates appropriate resources to manage Health and Safety matters for the College. This includes the appointment of an OHS Officer and Return-to-Work Coordinators, establishment of an OHS Committee, provision of First Aid via Sick Bay and the allocation of time for effective safety training of SCC Safety Officers and Employees. SCC commits to a process of regular monitoring and review of OHS performance and the effectiveness of the Safety Management Framework.