

# OHS Policy



St Leonard's is a school which 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 Leonard's.

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

The daily administration of OHS matters has been delegated to the school Principal Robert Horwood.

## Commitment to OHS

St Leonard's 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 Leonard's 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 subcontractors 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 Leonard's is committed to continual improvement of its OHS performance.

Authorised  
by:  
Principal

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Signature: Robert Horwood

Date: 20/5/21

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Policy ratified by School OHS Committee: 20/5/21  
Person responsible: Aimee Gale

This policy was reviewed in Term 1, 2022, and again in Term 1, 2023. Reviewed 21/3/24  
Next review date: Term 1, 2025

## Relevant Legislation

Victorian [Occupational Health and Safety Act 2004](#)

## Related school policies

[Essential Safety Measures Policy](#)

First Aid Procedures

## Related documents

[OHS Issue Resolution Flowchart](#)

[OHS Induction Checklist](#)

## External resources