



OCCUPATIONAL HEALTH & SAFETY POLICY

General Policy

The occupational health and safety of all persons employed within MLC School, students and those visiting the School are considered to be of utmost importance. Resources in line with the importance attached to occupational health and safety will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health.

Management Responsibility

The promotion and maintenance of occupational health and safety is primarily the responsibility of school executive. Management at all levels is required to contribute to the health and safety of all persons in the workplace. To this end, it is the responsibility of management to develop, implement and keep under review, in consultation with its employees, the School's OHS Program.

Specific Responsibilities

a) **School Executive**

Each manager is required to ensure that this policy and the OHS Program are developed and effectively implemented in their areas of control, and to support head teachers / supervisors and hold them accountable for their specific responsibilities.

b) **Heads of Department, Heads of House and supervisors**

Each first-line supervisor is responsible, and will be held accountable, for taking all practical measures to ensure that :

- OHS Program compliance in the area of their control and employees are supervised and trained to meet their requirements under this Program;
- employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management.

c) **Teachers & employees**

All employees are required to co-operate with the OHS Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace.

d) **Contractors**

All Contractors engaged to perform work on the School's premises or locations are required, as part of their contract, to comply with the occupational health and safety policies, procedures and programs of MLC School and to observe directions on health and safety from designated officers of the School. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Occupational Health and Safety Program

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of occupational health and safety including:

- OHS training and education;
- work design and standard work methods;
- changes to work methods and practice, including those associated with technological change;
- emergency procedures and drills;
- provision of OHS equipment, services and facilities;
- workplace inspections and evaluations;
- reporting and recording of incidents, accidents, injuries and illnesses; and;
- provision of information to employees, contractors and sub-contractors.

Principal's Signature.....*Barbara He*.....Date.....06/04.....

