HEALTH, SAFETY AND WELLBEING POLICY

1.0 INTRODUCTION

St Brendan's Catholic Primary School, Lakes Entrance (the School) values and support its people and is legally and morally committed to ensuring healthy and safe working and learning environments. The School and DOSCEL are committed to providing a safe and healthy working environment for all employees (including contractors), students, volunteers, visitors and external providers working or studying in schools.

The *Health, Safety and Wellbeing Policy* (the Policy) outlines the commitment to fostering safe, healthy and supportive working and learning environments for all members of the School community.

The School recognises that employee health, safety and wellbeing are integral to achieving excellent educational and work performance outcomes. The School is required by law (*Occupational Health and Safety Act 2004*, *Occupational Health and Safety Regulations 2017*) to provide a 'safe system of work.'

The School's employees, as well as contractors, students, volunteers, visitors and external providers, are required to take reasonable care for their own and others' health and safety and co-operate with the School in adhering to health and safety requirements including following School policies, procedures or instructions and participating in consultation and training.

2.0 PURPOSE

This Policy supports the delivery of a sustainable and inclusive education that nurtures each student's potential, equips them to thrive in a dynamic world and is enriched by our flourishing Catholic culture. This Policy is underpinned by the DOSCEL values of Integrity, Excellence and Inclusion.

This Policy informs all Occupational Health and Safety procedures.

3.0 CATHOLIC MISSION

The School brings to life the mission of the Catholic Church by engaging and aligning all efforts toward the achievement of DOSCEL's vision for education: *faith-inspired educational excellence for a hope filled future*.

4.0 COMMITMENT TO CHILD SAFETY

The School holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from the teaching and mission of Jesus Christ.

5.0 SCOPE

This Policy fulfills the Victorian Registration and Qualification Authority's Minimum Standard for School Registration obligations requiring the School to have policies and procedures to ensure the School complies with the *Occupational Health and Safety Act 2004*.

This Policy informs the School staff, as well as contractors, students, volunteers, visitors and external providers that Occupational Health and Safety (OHS) is an integral part of all operations.

This Policy applies to the School and all primary and secondary schools managed and operated by DOSCEL in the Diocese of Sale in the State of Victoria (Schools).

6.0 POLICY OUTCOMES

6.1. Workplace injuries and illnesses are prevented by:

- 6.1.1. Identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertakings, conducted by the School.
- 6.1.2. Promoting the reporting of incidents and hazards and investigating them, where appropriate, to prevent re-occurrence.
- 6.1.3. Maintaining the physical structure, including buildings, grounds and plant, equipment ensuring they are safe and healthy without risks to physical and mental health and wellbeing.

6.2. Workplace culture is enhanced by:

- 6.2.1. Actively demonstrating and promoting a positive, inclusive and supportive working environment.
- 6.2.2. Promoting health, safety and wellbeing reporting and learning culture.
- 6.2.3. Recognising the importance of flexible work arrangements and family-friendly work practices in maintaining a diverse, adaptive and high-performing workforce.
- 6.2.4. Providing OHS induction, information, education and training to employees (as well as contractors), volunteers, visitors and external providers.

6.3. The School consults, collaborates and communicates with staff including health and safety representatives and other groups within DOSCEL Office:

6.3.1. On identified hazards and proposed decisions and changes that may affect the health and safety of persons, including job role, systems of work, plant and substances and workplace facilities.

6.3.2. On issue resolution processes.

6.3.3. On provision of information, instruction, supervision and training.

6.3.4. By providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation which may impact on health, safety and wellbeing.

6.4. Resources are adequately allocated through:

6.4.1. Providing an OHS Management System that is sustainable and consistent with the risk profile of DOSCEL operations.

6.4.2. Promoting access to support services, information and training.

6.4.3. Providing and maintaining physically safe and healthy workplaces.

6.5. Transparent and robust information, training, instruction and documentation are provided on:

6.5.1. Individual health and safety accountabilities for all staff.

6.5.2. Legislative and DOSCEL health, safety and wellbeing requirements.

6.5.3. Making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances.

6.5.4. Hazard/incident/near-miss reporting and investigation.

6.5.5. Injury management and return-to-work assistance to ill and/or injured staff.

6.6. A culture of continuous health, safety and wellbeing improvement is implemented through:

6.6.1. Monitoring and reporting on health, safety and wellbeing performance outcomes.

6.6.2. Strengthening leadership capability.

6.6.3. Maintaining, monitoring and reviewing the ohs management system.

6.6.4. Identifying and maintaining compliance with applicable OHS legislation.

6.7. The OHS Issue Resolution Flowchart *(See Appendix 1)* is utilised for the resolution of workplace occupational health and safety (OHS) issues providing.

7.0 COMMUNICATION

This Policy is available on the School website and provided to parents upon request.

This Policy is available to staff on the staff portal and staff are annually upskilled on this Policy.

8.0 POLICY INFORMATION

Policy Owner	People and Culture
Approving Authority	DOSCEL Board
Assigned Board Committee	Finance, Audit and Risk
Board Approval	12 December 2025
Risk Rating	Low
Implementation	March 2026
Review Date	2029

POLICY DATABASE INFORMATION	
Supporting Documents	Procedures related to Work Health and Safety are located on the DOSCEL Intranet

APPENDIX -1

OHS Issue Resolution Flowchart

The following flowchart is to be utilised for the resolution of workplace Occupational Health and Safety (OHS) issues, providing an agreed process does not already exist.

This flowchart, or the agreed process, must be communicated to all employees and displayed in a prominent position in the workplace including on the OHS Notice Board. Any interested party may seek the assistance of any relevant employee or employer representative organisation at any stage of this process.

Workplace Manager	Management OHS Nominee	Health and Safety Representative
Name: Matthew Hamer Phone: 03 51552712	Name: Matthew Hamer Phone: 03 51552712	Name: Nardia Ryan Phone: 03 51552712

