ST. STEPHEN’S
CATHOLIC SCHOOL
PITTSWORTH
Occupational Health, Safety and Welfare Policy

Rationale
Dignity, safety and well being of people are central to the Church’s teaching. St Stephen’s Primary School acknowledges this and recognizes that it is obligated under the Queensland Workplace Health and Safety Act 1995 to ensure the health and safety of each of its workers at work. Additionally, it is obligated to ensure other persons are not exposed to risks to their health and safety arising out of the conduct of St Stephen’s Primary School business or undertaking.

The purpose of this policy is to assist in developing, promoting and maintaining a safe and healthy working environment, and to provide a basis on which a sound occupational health and safety management system (OHSMS) is built. Through such properly established and implemented systems, students, staff, contractors, and other persons with a legal right to be on St Stephen’s Primary School premises, will comply with the requirements of the Queensland Workplace Health and Safety Act 1995.

Definition
Occupational health and safety management system (OHSMS). That part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OH&S policy, and so managing the risks associated with the business of the organisation.  

AS/NZS 4801 – 2001

Values
Care and concern for the health, safety and welfare of people using St Stephen’s Primary School facilities.

Policy Statement

St Stephen's Primary School will ensure the health, safety and welfare of all employees, students, and other persons who are legally present on school premises, and develop, promote, and maintain a safe and healthy working environment in which the risk of injury or illness for persons coming on to the premises is minimised.

To achieve these aims St Stephen's Primary School will develop and implement an OHSMS based on preventive risk management principles. St Stephen's Primary School is committed to both improving safety culture and continuous improvement of health and safety programs. As part of OHSMS implementation, responsibilities and accountability of the various personnel will be clearly defined, consultative mechanisms established, measurable objectives and targets set, and adequate training provided in collaboration with the Toowoomba Catholic Education Office. St Stephen's Primary School will endeavour to adequately resource OHSMS implementation through a budget allocation integrated with other management functions. Monitoring and review of OHS issues will be undertaken through an annual audit, using an electronic audit tool.

Consequences

- Compliance with all workplace health and safety statutory requirements, Queensland Codes of Practice, Advisory Standards, and relevant Australian Standards as a minimum
- Quality OHSMS implementation
• Improved OHS outcomes including a safer and healthier environment, and an improved safety culture.
• Health and safety performance data collection and analysis
• The health and safety policy being available as required to regulatory authorities, suppliers, contactors, customers and those visiting the school/college.
• Various moral, ethical and legal obligations met.

Date Implemented: 2007

Review Date: 2011
PURCHASING POLICY FOR OH&S

Purpose
Care of people and concern for their welfare are integral to the fabric of Catholic education. St Stephen's Primary School is committed to ensuring the health, safety and welfare of all employees, students and others who are legally present on diocesan school premises. In keeping with this commitment the purchasing policy shall:

- establish procedures consistent with OH&S Legislation and ensure that health and safety is considered prior to the decision to purchase resources.
- verify correct deliveries of goods, equipment, materials and substances.
- reduce the likelihood of injury arising from the purchase of resources.

Policy Statement
St Stephen's Primary School acknowledges that the dignity, safety and well being of people are central to the Church’s teaching. St Stephen's Primary School also recognises that it is responsible and accountable for ensuring the health, safety and welfare of students, employees, volunteers and other people who provide services to the school.

To meet the obligations set out in the Qld OHS Act and the social and moral commitments of the Toowoomba Catholic Education Office, St Stephen's Primary School will provide a safe and healthy work environment through an effective Risk Management System which identifies, assesses, controls and minimizes hazards and conditions which do or have the potential to cause injury or illness through the purchase of goods, materials, equipment and substances.

Consequences
Before any goods, materials, equipment or substances are purchased, received and/or installed, the Principal (or a person acting in the capacity of the Principal) is responsible for:

- Ensuring that appropriate consultation with relevant groups (eg. OH&S Representatives/Committee/involved employees) takes place.
- Ensuring that all potential hazards associated with the purchase are identified and evaluated prior to purchase and that there is no risk to staff, students and visitors.
- Ensuring that the goods, materials, equipment and substances conform to all relevant Australian Standards, codes and guidelines.
- Ensuring that the purchased goods, materials, equipment and substances are used for their designated purpose.
- Ensuring that safer alternatives of goods, materials, equipment and substances are used if available.
- Ensuring that any relevant Safe Operating Procedure documents have been supplied or prepared for goods, materials, equipment and substances.
- Ensuring that relevant Material Safety Data Sheets have been supplied with or prepared for goods, materials, equipment and substances.
- Ensuring that the appropriate training is conducted in the installation and safe use of goods, materials, equipments and substances to all employees and new employees.
- Ensuring there is adequate supervision in the safe use of goods, material, equipment and substances.
- Informing employees and visitors who bring goods, materials, equipment and substances on to school premises, not purchased or approved in accordance with this policy, that they may be deemed negligent should the goods, materials, equipment and substances be assessed to have a potential detrimental effect on another person/s.
- Keeping a register of the purchased goods, materials, equipment and substances.

Date Implemented: 2007
Review Date: 2011