POLICY STATEMENT
The wellbeing of those that enter onto the MacKillop Catholic College campus, and those involved in off-campus operations, is a major consideration in all that we do. MacKillop Catholic College is committed to ensuring, so far as is reasonably practicable, the health and safety of all employees, students, and other persons who are legally present.

DEFINITIONS
1. Work, health and safety: a Person Conducting a Business or Undertaking (PCBU) must ensure, so far as reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

2. For MacKillop Catholic College: the legal entity that is MacKillop Catholic College assumes the role of a PCBU. That is: the primary duty holder under the WHS legislation. MacKillop Catholic College constitutes a business or undertaking.

3. Conduct of a business or undertaking: for MacKillop Catholic College this encompasses all that the college does both on- and off-campus.

4. Duty of care: it is the carrying out of work by one person for another, as part of an enterprise that is not purely social or domestic or recreational that will determine who owes and is owed a duty of care.

5. Officers of a PCBU: an officer of MacKillop Catholic College is a person who makes, or participates in, decisions affecting the whole or a substantial part of the college’s operations. The standard for duty of care attached to the role of officer is one of due diligence.

6. Workers: can be paid, unpaid, voluntary or contractual, and can include a visitor on College related matters.

7. Reasonable care: a worker associated with MacKillop Catholic College has a duty to exercise reasonable care for their own health and safety and the health and safety of others in their place of work.

RATIONALE
As a business or undertaking, MacKillop Catholic College takes seriously its responsibilities to provide a safe working environment for all involved in its operations. MacKillop Catholic College takes all reasonably practicable steps to identify and minimise risk of injury or accident.

OBJECTIVES
MacKillop Catholic College is committed to providing a safe workplace for workers, students and visitors by:
- Meeting legislative and regulatory obligations;
- Developing a planned and systematic approach to the management of work health and safety and injury prevention through a formal Work Health and Safety Management System; and
- Providing the resources for the successful implementation and continuous improvement of the Work Health and Safety Management System.

RESPONSIBILITIES
MacKillop Catholic College is responsible for:
- Ensuring that it meets its responsibility as a PCBU in accordance with the Work Health Safety legislation;
- Ensuring effective resourcing and implementation of the Work Health and Safety Policy and the Work Health and Safety Management System;
- Provide leadership necessary to raise an organisation-wide safety culture;
- Meeting due diligence requirements of Work Health and Safety Act 2012 for acquiring and keeping up to date knowledge of WHS matters, receiving and considering information and ensuring implementation of programs under the management system;
• Ensuring that there are appropriate work health and safety programs specific to the needs of the College;
• Ensuring adequate consultation, information, instruction and training are provided to workers and students under their control;
• Providing supervision appropriate to the level of risk that the job entails
• Managing the safety of contractors, volunteers and visitors;
• Where deemed necessary, or required by legislation, managing consultation, cooperation and coordination of activities with PCBUs and other stakeholders associated with the College.

All workers, students, visitors and others are responsible for:
• Taking reasonable care of their own health and safety and ensuring their conduct does not adversely affect the safety of others;
• Cooperating with instructions, supporting and promoting work health and safety within education related workplaces and whilst engaged in Catholic education activities;
• Acting and encouraging others to act in a healthy and safe manner; and
• Reporting or rectifying any unsafe conditions or acts that come to their attention

POLICY PROVISIONS

Compliance
MacKillop Catholic College will comply with the relevant Work Health and Safety and Workers’ Rehabilitation and Compensation legislation, and State Building Act for Building Safety Compliance.

Management System
MacKillop Catholic College will implement a Work Health and Safety Management System, comprising an integrated suite of policies, procedures, plans, positions and resources to systematically manage work health and safety risks.

Resourcing
MacKillop Catholic College will provide adequate and responsible resources, including finances, to facilitate the fulfilment of its Work Health and safety responsibilities.

Induction and Training
MacKillop Catholic College will identify, develop and provide appropriate information, instruction and training to equip workers, students and visitors with the knowledge and skills necessary to ensure their health and safety and meet their Work Health and Safety responsibilities.

Identification, Control and Management of Safety Hazards and Risks
MacKillop Catholic College will work with and consult the TCEO to identify work health and safety hazards associated with the tasks and activities undertaken at the College. All such hazards will be eliminated unless it is not reasonably practicable to do so.

When it is not reasonably practicable to eliminate a hazard the College will work to select the most appropriate measure to control and minimise the risk associated with the hazard having regard to the test of what is reasonably practicable.

Safe facilities at work
MacKillop Catholic College will provide facilities needed for workers and students to conduct their activities in a healthy and safe environment.

Consultation
To assist in achieving these provisions, MacKillop Catholic College will consult openly with workers, students and key stakeholders. The College will value and acknowledge the outcomes of this consultation.

Review of Work Health and Safety Management System
MacKillop Catholic College will regularly review and evaluate the Work Health and Safety Management System through audits and workplace inspection.
WORK HEALTH AND SAFETY POLICY AND PROCEDURE HISTORY

Policy No: 7

Approved/Rescinded:

Date: 13 AUGUST 2013

Chair - MacKillop Catholic College Board

Signature: .................................................................