



Our Lady of Mt Carmel School Mullewa

OCCUPATIONAL SAFETY AND HEALTH POLICY

Originally released: 2002

Revised: 2003

Due for Review: 2008

Rationale

Dignity, safety and well being of people are central to the Church's teaching. The Catholic Education Commission of Western Australia (CECWA) acknowledges this and recognises that it is obligated under the *Occupational Safety and Health Act (WA) 1984 (the OSH Act)* to ensure the safety and health of all school-based workplace participants. Therefore, all Catholic schools shall endeavour to:

- ensure the safety, health and welfare of all employees, students, their parents, community members and other persons who are legally present on school premises. School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- develop, promote, and maintain a safe and healthy working environment that seeks to minimise the risk of injury or illness for such people;
- create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment
- ensure that adequate financial, physical and human resources are available to support the management of occupational safety and health in the school

DUTIES OF EMPLOYEES

1. An employee shall take reasonable care:
 - a. To ensure his own safety and health at work.
 - b. To avoid adversely affecting the safety or health of any other person through any act or omission at work.
 - c. Take care of and appropriately maintain equipment
 - d. Report suspected or actual hazards to the school-based OSH representative and/ or principal
 - e. Immediately report work-related injuries or near miss or concerning incidents to the principal and/or school-based OSH representative and complete requisite paperwork
 - f. Cooperate with the principal, members of the school management team, the school-based OSH representative and whole-of-school OSH committee members (where applicable) to enable the employer to execute its obligation under the *OSH Act*.

2. Without limiting the generality of subsection (1), an employee contravenes that subsection if he/she:
 - a. Fails to comply, as far as he/she is reasonably able, with instructions given by his employer for his own safety or health or for the safety or health of other persons.
 - b. Fails to use such protective clothing and equipment as is provided for, by his employer as mentioned in section (19)(1)(d) in a manner in which he has been properly instructed to use it.
 - c. Misuses or damages any equipment provided in the interest of safety or health.
 - d. Fails to report forthwith to his employer:
 - (i) Any situation at the workplace that he has reasons to believe could constitute a hazard to any person and he cannot himself correct it.
 - (ii) Any injury or harm to health of which he is aware that arises in the course or, or in connection with, his work.
3. An employee shall co-operate with his employer in the carrying out by his employer of the obligations imposed on him under this Act.
4. An employee who contravenes subsection (1) or (3) commits an offence and is liable to a fine of \$10,000.
5. An employee who contravenes subsection (1) or (3) and by that contravention causes the death of, or serious harm to, any person, commits an offence and is liable to a fine of \$20,000
6. An employee charged with an offence against subsection (5) may, instead of being convicted of that offence, be convicted of an offence against subsection (4).
7. The principal shall, so far as is practicable, provide and maintain a working environment where the staff, students and community members are not exposed to hazards.