



Occupational Health and Safety Policy

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Constructed / Reviewed by: Director Governance	
Implementation Date: 1 July 2026	

1. Statement of Context and Purpose

The Occupational Health and Safety Policy is set in the context of the Mission and Vision Statement of St Kevin's College (the **College**), where we seek to live, learn and teach with the values of the Catholic Church and those of the College - excellence, integrity and compassion.

The College is committed to standards of excellence in the formation of young people. We lead through the values of the Gospel and in the spirituality of Edmund Rice. We strive with compassion and integrity to build a better world.

A strong safety culture is essential because it shapes the everyday behaviours, attitudes, and decisions that keep people safe at work. When safety becomes part of how we think and act, not just a set of rules, we create an environment where everyone feels responsible and empowered to speak up, identify hazards and look out for each other. Our OHS Policy supports this by clearly outlining expectations, responsibilities, and safe work practices, giving us the framework we need to turn good intentions into consistent actions. By providing guidance, training and clear processes for reporting and responding to risks, the policy helps embed safety into our daily routines and reinforces the message that health and wellbeing come first. Together, a strong safety culture and a well-implemented OHS policy ensure that everyone goes home safe, every day. This policy outlines how the College values and protects the health, wellbeing and safety of our employees, students, contractors and visitors to the College.

2. Child Safety

The College is an inclusive school committed to providing a safe and educationally supportive environment for students where there is zero tolerance policy for child abuse. To support this safeguarding, the College complies with the Child Safe Standards and the requirement of the *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises*.

This policy sets out the strategies and actions that the College will implement to meet the above requirements.

3. Related Documents

Legislation, Regulations and Standards

- *Child Wellbeing and Safety Act 2005 (Vic)*;
- *Education and Training Reform Act 2006 (Vic)*;
- *Occupational Health and Safety Act 2004 (VIC)*
- Occupational Health and Safety (Psychological Health) Regulations 2025

4. Application

This policy applies to the work health and safety – physical, emotional and mental – of our employees, students and all visitors to the site (including contractors and volunteers) while onsite at the College, and for employees when working offsite under agreed flexible arrangements per the relevant industrial agreement.

5. Definitions

Child Safe Standards	Means the standards made under Section 17 of the <i>Child Wellbeing and Safety Act 2005 (Vic)</i> . The aim of the Child Safe Standards is to promote child safety, ensure that child abuse is prevented, and ensure that allegations of child abuse are properly addressed.
Health	Means a state of physical, mental and social wellbeing and not merely the absence of disease or infirmity as defined by the World Health Organisation.
MO 1359	Means <i>Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises</i> .
Safety	Means the control of recognised hazards to achieve an acceptable level of risk.
Staff	Means all person identified in Section 4 of this policy.
Wellbeing	Means both physical and mental health, constructive and engaging relationships, work satisfaction and work-life.

6. Overview

Our commitment to work health and safety

The College is committed to providing and maintaining a working environment for our employees, including contractors and visitors, that is safe and without risks to health, so far as is reasonably practicable.

The College makes concerted effort to prevent workplace injury and illness – in line with the Victorian Occupational Health and Safety Act 2004, and industry standards – and expects employees to work together to maintain a safe work environment and actively minimise unsafe conditions.

All College leaders are expected to play their part in fully integrating work health and safety into all aspects of the College's activities is achieved by:

- Modelling our values in all the work we do with behaviours in line with our Code of Conduct Policy.
- Embedding a culture of health and safety, that values the well-being of people very highly – as evidenced in the Board's Risk Appetite Statement
- Ensuring our policies are current, easy to find and easy to read - and supported by effective process and Management commitment
- Committing to a culture of quality continuous improvement, and providing a range of accessible feedback options that encourage speaking up, open disclosure and learning
- Promoting a pro-active approach to work, health and safety during employee induction, training, communication and consultation
- Implementing prevention programs to protect all against psychosocial harm in the workplace
- Mandating training that ensures appropriate behaviour, health and safety protections are understood and enacted by everyone
- Protecting the privacy of individuals involved in a work health and safety incident in line with our Privacy policy
- Actively identifying, assessing, managing and reporting on risks and incidents
- Maintaining physical infrastructure, including buildings, vehicles and equipment in a condition that allows safe usage, and effective responses to risk
- Providing equipment and information to set up office or remote work-spaces that enable health and safety to be prioritised
- Providing a smoke-free, and vape-free, work environment, limiting drug use to over-the-counter and prescription medicine and requiring alcohol consumption to be limited to Executive-approved events.
- Having appropriate signage and protections in place to alert visitors and staff of any hazard within the College's facilities, buildings or grounds, while working to provide timely resolution of the hazard

Your responsibility

Employees, and contractors and visitors onsite at the College, have a responsibility to be aware, and act in consideration, of your own safety and the safety of those around you. That includes maintaining a safe and healthy work environment by:

- Staying at home when you are unwell
- Complying with requests to complete training around all aspects of work health, well-being and safety
- Logging any work health and safety risks or incidents in the College's risk system, Ideagen Assurance
- Protecting the privacy of individuals impacted by work, health and safety incidents
- Ensuring your behaviour is aligned with our values, Code of Conduct Policy and other policy.

7. Policy in Practice

Procedures relevant to the implementation of this policy:

- Internal Grievance Policy
- Ideagen Assurance Online Help Facility

Reporting

De-identified incidents are reported quarterly through the College's risk and incident report to the College Leadership Team, Governance and Risk Committee and the Board.

Work health and safety incidents and are classified as notifiable under the Victorian Occupational Health and Safety Act 2004 must be reported to WorkSafe Victoria.

8. Exemptions

Nil

9. Consequences of Breach

Breaches of these Guidelines will be taken seriously.

The College will respond in accordance with its requirements under law, relevant industrial agreements, and its policies and procedures.

10. Concerns and Complaints

Any concerns arising in respect of these Guidelines should be raised with the College in first instance. The College will respond to such concerns in accordance with its *Internal Grievance Policy*.

11. Acknowledgement and Review

Staff must annually acknowledge that they have read, understood, and agree to abide by this Policy. This acknowledged process will be implemented through the College's Learning Management System.

12. Where to get help?

For enquiries on this Policy, contact the **Director of Governance** or **Human Resources Manager**

For general policy enquires, contact the **Risk and Compliance Manager**

You can provide feedback on this policy by emailing policy@stkevins.vic.edu.au

For enquiries on the Colleges' handling of a breach of this policy, please contact the **Director of Governance**.