



Sacred Heart College

Health, Safety and Injury Management Policy

Rationale

Sacred Heart College recognises the importance of providing a safe and healthy workplace. The Health, Safety and Injury Management Policy will help to promote the health, safety and wellbeing of all members of our College community.

Statements of belief

In line with the College's Vision, the College is committed to ensuring that:

- All staff, students, contractors and visitors of Sacred Heart College have the right to a safe and healthy environment.
- Providing a safe and healthy environment includes promoting staff wellbeing as well as responding appropriately to work related injury or illness.

Goals and Guidelines

We are fully committed to:

- Ensuring the safety of our staff, students, contractors and visitors
- Promoting the health and wellbeing of our staff
- Ensuring provision of early and appropriate injury management assistance to staff with work-related injury, illness or disability
- Continually improving our performance.

Implementation

We will demonstrate this commitment through:

- Establishing and maintaining our HS management system
- Fostering a culture that empowers and rewards all members of our community to be responsible and accountable for health and safety
- Ensuring that educational activities and programmes are assessed to ensure the safety and health of our staff, students, contractors and visitors
- Defining and communicating roles and responsibilities via our HS management system
- Establishing measured targets for performance, and openly communicating our health and safety performance to our school community

- Consulting and communicating with our staff and wider school community, on matters where their health and safety is directly impacted
- Providing health, safety and injury management training, information and guidance
- Providing our school community with health and wellbeing knowledge, opportunity and support
- Ensuring safe management of specific hazards relevant to the nature and risk of College activities
- Using appropriate internal and external expertise
- Complying with relevant legislation and insurance requirements
- Providing suitable duties in line with current medical advice
- Developing and monitoring Return to Work Plans in consultation with staff members
- Ensuring fair and equitable claims management
- Ensuring confidentiality of information at all times
- Recognising the right of staff to select their treating practitioner and participate in the selection of an accredited rehabilitation provider
- Communicating and effectively implementing the Health, Safety and Injury Management Policy

Responsibilities of employees

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace
- Adhere to safe work procedures, instructions and rules
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others
- Not willfully place at risk the health and safety of any other person in the workforce.

Date of implementation: 2014

Date for review: 2016

Staff responsible for review: Parish Priest, Board of Education, Principal and College Leadership Team