



**MARIAN
COLLEGE**

HEALTH, SAFETY AND WELLBEING POLICY

Marian College (the College), inspired by the Brigidine Sisters and Gospel teachings, fosters a nurturing environment focused on strength and kindness. Our Vision Statement guides us as an educational community, emphasising faith, love, service, achievement, and forward-thinking.

The College is owned by the Trustees of Kildare Ministries and is operated and governed by Kildare Education Ministries (KEM).

Purpose

The College is committed to the occupational health, safety and wellbeing (HSW) of all staff and students, those contracted to perform work on our behalf and visitors to our premises. The College seeks the highest level of protection reasonably possible for students, staff, contractors, families, volunteers and visitors against harm to their health, safety and wellbeing; and is committed to maintaining a safe and healthy work environment.

The College does this by ensuring compliance to all legislative and regulatory requirements and fostering a culture where staff and management consult and collaborate to identify hazards, assess risks, and implement effective measures to eliminate or reduce those risks, as far as is reasonably practicable.

This policy seeks to ensure that the College provides a safe and healthy place to learn, work and flourish, consistent with legislative requirements and the principles and traditions of the Catholic Church.

Principles

The College is deeply committed to fostering a workplace that prioritises health, safety and wellbeing for all staff, students, and those we interact with including parents, carers, visitors, community, contractors and those in religious ministry. We recognise the importance of ensuring each person feels safe in the workplace and while at school; and that this safety is critical to a quality Catholic education.

The policy is underpinned by the following principles:

- Health, safety and wellbeing for all staff, students, families, visitors and contractors is a core value for the College.
- All staff, students, visitors and contractors have the right to enjoy a safe workplace, where risks to their wellbeing and safety are managed to be as low as reasonably possible.
- All staff, students, visitors and contractors have a role to play in achieving excellent HSW performance, and must work towards reducing risk to themselves and others.
- The College complies with, and seeks to exceed, all legislative requirements.
- HSW procedures and processes are aligned with, and supportive of, those in core business functions, such as child safety, student wellbeing, risk management, assurance, and emergency and critical incident management.
- We learn from our experiences and do what we say we will do, translating our HSW principles into responsible and effective work practices.

Commitment Statement

The College Stewardship Council and College Leadership, are committed to:

- Providing a safe and healthy environment for staff, students, families, visitors and contractors.
- Eliminating hazards and reducing HSW risks to the extent reasonably possible, to prevent work-related injury and ill-health.
- Proactive and positive management of mental health, psychosocial, and wellbeing risks.
- Ensuring compliance with all relevant legislation and obligations.
- Providing information, training and supervision to employees and other relevant parties.
- Consulting with staff (and their representatives), managers and other stakeholders on HSW issues, and fostering a culture of engagement and communication.
- Supporting injured staff to return to work as soon as possible.
- Continually improving HSW management systems and setting HSW objectives and measures that allow effective monitoring and improvement of performance.

Responsibilities and Leadership

To achieve health, safety and wellbeing objectives, we:

- Engage with our staff, students, community, families, contractors and other parties – listening to their needs and understanding issues that are important to them.
- Empower our staff and students – involving them in processes and decision making to achieve HSW outcomes. We promote, recognise and role model HSW behaviours. To achieve this, we build the capability of our staff through information, training, instruction, mentoring, coaching and supervision.
- Evaluate our performance – measure and monitor our success in delivering on our HSW commitments and objectives. We evaluate the maturity of our HSW approach through a process of self-assessment and performance review.

College Leadership is responsible for:

- Maintaining, so far as is reasonably practicable, a workplace that is safe and without risks to physical and mental health.
- Providing adequate facilities for the welfare of all staff.
- Providing information, training and supervision for staff and contractors, enabling them to participate in HSW systems, and work in a safe and healthy manner.
- Providing adequate resources for implementing this policy and associated processes.
- Providing and maintaining safe equipment, tools, vehicles, chemicals and other items including personal protective equipment.

College Staff and Students are responsible for:

- Acting in a safe manner, and fulfilling their duties under relevant legislation.
- Taking reasonable care of their own health and safety, and that of others affected by their actions.
- Cooperating with the College in improving HSW performance.
- Complying with procedures, directions and training provided.
- Reporting incidents, concerns, hazards and near misses as soon as practical, and taking action to control hazards where possible.
- Participating in programs to assist injured staff members to return to work.

Legal Obligations and External Requirements

Relevant health, safety and wellbeing legal obligations and external requirements are systematically identified, communicated to relevant staff, and complied with. A process is in place to monitor and proactively respond to changes in legislative and external requirements.

Management Systems and Procedures

The College is committed to implementing systems and practices that best serve the school, staff and students.



Procedures and systems required to implement this policy are available for access by all relevant staff, students, visitors and contractors, and comprise of:

- Health, Safety and Wellbeing Policy.
- Risk-specific Management Systems including standards and procedures.
- PolicyConnect (the College online platform for incident management, reporting, training, etc).
- Emergency Management Plan.
- Child Safety and Student Wellbeing standards and procedures.

HSW performance is regularly reviewed and analysed, and conformance with the requirements of this policy is regularly assessed.

Continuous Improvement

Through the Executive Team and other OHS consultation and leadership groups, we continue to demonstrate care for each other's wellbeing, identify common projects, monitor trends, and capture and share best practice. We celebrate our successes and share learning experiences to enable us to improve our performance.

Our HSW culture involves leading and inspiring, re-thinking processes, learning lessons from what has worked well and tracking the progress of programs and initiatives to improve.

Consultation, Communication and Support

We consult, co-operate and co-ordinate activities with staff, students, contractors and external stakeholders on health, safety and wellbeing matters and encourage their participation in, and commitment to, HSW performance improvement initiatives and practices.

We elect, establish, train and maintain health and safety representatives and an occupational health and safety committee in support of relevant health and safety legislation.

An employee assistance program is in place, and supported by communication of the service, and encouragement to participate.

Hazard and Risk Management

Processes are in place to:

- Systematically identify hazards, determine the potential consequences and likelihood, and evaluate risks.
- Manage risks in line with the Risk-specific Management systems, such that they are eliminated, or if unable to be eliminated then reduced to as low as reasonably practicable.
- Develop, implement, maintain and monitor appropriate management responses and controls.
- Train staff on assessing risks, determining acceptable risks, and verifying control effectiveness.
- Ensure risk reduction actions are effectively completed.

Incident and Injury Management

All health, safety and wellbeing related events, near misses and issues in our workplaces are recorded, reported, investigated, and analysed, to prevent recurrence and learn from these events. Where appropriate and as required, relevant regulatory authorities are notified.

We care for people who are injured at work and support them in the process of returning to work.

Training and Competency

Our staff and contractors are suitably trained and competent to conduct their activities in a safe and responsible manner, and in accordance with relevant College and legal requirements. A process is in place



to ensure all staff and contractors are inducted and trained in their HSW responsibilities and expectations, the specific procedural and system requirements relating to their work, and the fundamental processes for supporting the wellbeing and mental health of those around them.

Inspections, Auditing and Verification

Regular internal and external audits are conducted to confirm conformance with this policy and other relevant procedures and processes. Such audits address the degree of implementation of HSW management systems, the effectiveness of the systems in meeting the needs of the College, students and staff, and recommendations for improvement. Additionally, inspections of the College and verification of offsite learning locations are conducted at intervals which meet the risk profile of those locations.

Management Review, Monitoring and Improvements

The College achieves assurance that health, safety and wellbeing risks are being appropriately managed and reduced by a process of monitoring, auditing and reviewing performance. Systems are in place to allow management to identify trends, measure progress, assess compliance and drive improvement.

Definitions

For the purpose of this policy the following terms are defined as follows:

Critical incident:	An unplanned event (including dangerous occurrences, emergencies and systems failures) resulting in or having a potential for injury, ill health, damage or other loss.
Contractor:	Include any service providers or individuals who are not direct employees of the College who are providing services or works in relation to maintenance and repair work and other contracted services engaged by the College such as cooking demonstrations, sports coaching and other activities including workshops and excursions.
Hazard:	A source or a situation (including dangerous occurrences and systems failures) with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.
Health and safety representative:	An elected employee responsible for representing employees within a designated work group on matters relating to occupational health and safety.
Health, safety and wellbeing:	A broad term used to describe the overall health, safety and wellbeing of a group of people engaged in work or employment, also involving the management of risk in a workplace.
Risk:	Risk is defined as the effect of uncertainty on objectives. An effect is a deviation from the expected – positive and/or negative. Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances or knowledge) and the associated likelihood of occurrence.
Risk management:	The coordinated activities to direct and control an organisation regarding risk.
School environment:	Means any of the following physical, online or virtual places used during or outside school hours: <ul style="list-style-type: none"> • The College campus. • Online or virtual school environments made available or authorised by the College for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services). • Other locations provided by the College or through a third-party provider for a student to use including, but not limited to, locations used for camps, delivery of education and training, sporting events, excursions, competitions and other events) (Ministerial Order No. 1359).
School staff:	Means an individual working in a school environment who is: <ul style="list-style-type: none"> • Directly engaged or employed by the College. • A contracted service provider engaged by the College or engaged to perform child-related work for the College.



	<ul style="list-style-type: none"> • A minister of religion, a religious leader or an employee or officer of a religious body associated with the College (Ministerial Order No. 1359).
Student:	Student means a person who is enrolled at or attends the College.
Volunteer:	A person who performs work without remuneration or reward for the College.

Supporting Documentation:

- KEM Promotion of Staff Wellbeing Policy.
- Code of Conduct for Staff.
- Complaints Handling Policy.
- Emergency Management Plan.
- Risk Management Policy and Procedure.
- First Aid Policy.
- Workplace Safety Inspection Policy.
- Workplace, Discrimination, Harassment or Bulling Procedure.

Legislation and Standards:

- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [WorkSafe Victoria](#)

Document History

Written By:	Executive Team
Date of Approval:	5 June 2026
	This policy replaces the Occupational Health and Safety (OHS) Policy and reflects the College’s commitment to contemporary Workplace Health and Safety (WHS) requirements and practices
Approval Authority:	Executive Team
Next Review:	June 2029

