



# John Paul II Institute

for Marriage and Family, Melbourne

## Occupational Health & Safety Policy

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### 1. Introduction

In keeping with its stated Mission, the John Paul II Institute for Marriage and Family, Melbourne (Institute) in recognising the dignity of all human beings also recognises the importance of health and safety within the workplace.

The Institute is therefore committed to providing a safe and healthy work and study environment for the Institute community.

In order to achieve its Occupational Health and Safety (OH&S) goals and objectives, the Institute and staff commit to the following:

- prevention and/or control of hazards that could result in personal injury or ill-health,
- effective management of accidents and incidents that do occur in order to minimise the harmful effects and to prevent recurrence,
- promotion of safe and environmentally sound work practices among the Institute community, and
- carrying out of teaching, research and organisational activities in ways that protect the working environment from harmful effects.

### 2. Implementation

Institute employees, both academic and administrative, are employees of the Catholic Archdiocese of Melbourne and must comply with the OH&S policies of the Archdiocese.

The Institute shares the facilities of the Thomas Carr Centre, 278 Victoria Parade, East Melbourne, a building wholly owned and administered by the Catholic Archdiocese of Melbourne.

The success of the Archdiocese OH&S Policy and its programmes depends on the commitment and cooperation of all members of the Institute community, including all, staff members, students and all other relevant persons.

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All staff and students have a responsibility to take reasonable care of their own health and safety and that of others affected by the work of the Institute.

They all share responsibility for ensuring a safe and healthy working environment and safe work practices within the area under their control or in which they work.

The Institute will encourage the involvement of staff in relation to Occupational Health and Safety, through the local OH&S committee, which provides a forum for staff and student consultation and participation in local health and safety issues.

### **3. Applicable Legislation**

The Institute and its staff are obliged by legislation to work co-operatively in the development of a safe and healthy workplace.

This Policy should be read in conjunction with the following relevant legislation:

Victorian Occupational Health and Safety Act 2004.

### **4. Occupational Health & Safety Committee**

The primary functions of the Institute Occupational Health and Safety Committee (Committee) are to:

- assist the Institute in reviewing and implementing measures designed to protect OH&S at the Institute, and to keep the adequacy of those measures under review;
- facilitate co-operation at the Institute in relation to OH&S matters;
- assist with the communication of information relating to health and safety at work at the Institute;
- arrange for matters that may present a risk to health and safety at the Institute to be investigated; and,
- provide advice and make recommendations on matters relating to OH&S.

**The Committee may discharge its functions by:**

- encouraging and maintaining an active interest in occupational health and safety;
- communicating to staff information about the formulation, review and distribution of standards, occupational health and safety procedures at the Institute;
- reviewing the circumstances surrounding Institute work injuries, work related illnesses and dangerous events referred to the committee;

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- communicating to the Director of the Institute results and recommendations arising out of reviews of any workplace injuries, work related illnesses and dangerous events; and
- assisting to resolve OH&S issues at the Institute.

**The OHS Committee membership is to include:**

- Registrar,
- One staff member, and
- One student (President of the Student Assn)

The Registrar shall act as Chair of the OH&S Committee. The Committee will meet as required by the Chair but not less than once annually.

**Reviewed by the Council:**

**30 Oct 2012**