Melbourne Archdiocese Catholic Schools

Health Safety and Wellbeing Policy

Commitment Statement

Melbourne Archdiocese Catholic Schools Ltd (MACS) is deeply committed to fostering a workplace that prioritises health, safety and wellbeing for all employees, 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.

This policy applies to employees, students, visitors, contractors, and volunteers of MACS and its subsidiaries, and / or those who provide services to MACS schools and offices

1. Commitment

MACS and MACS schools are committed to:

- providing a safe and healthy environment for staff, students, 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 OHS issues, and fostering a culture of engagement and communication
- supporting injured staff to return to work as soon as possible; and
- continually improving HSW management systems and setting HSW objectives and measures that allow effective monitoring and improvement of performance.

2. Responsibilities

MACS and its management are 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 employees
- providing information, training and supervision for employees 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
- ensuring integration and interoperability of HSW amongst all MACS functions and
- providing and maintaining safe equipment, tools, vehicles, chemicals and other items including personal protective equipment.

Employees, students, community members and contractors 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 MACS 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 and
- participating in programs to assist injured staff members to return to work.

Dr Edward Simons,
Executive Director
7 May 2025