



Occupational Health and Safety Policy

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Introduction

Strathcona Girls Grammar School (“Strathcona”) is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy working environment for all workers, students, contractors, volunteers and visitors.

The School recognises that effective occupational health and safety (OHS) governance is fundamental to meeting its legal, regulatory and duty-of-care obligations and to supporting the wellbeing of its community.

For the purposes of this policy, the School Board is the governing body responsible for the governance and oversight of the School.

Purpose

The purpose of this policy is to articulate the School Board’s commitment to occupational health and safety and to establish the governance framework through which OHS obligations are overseen, monitored and continuously improved.

Scope

This policy applies to the governance and oversight of occupational health and safety across all school operations, campuses and activities.

It applies to:

- the School Board
- School leadership and management
- employees
- contractors, volunteers and other persons engaged by the School
- any other persons whose health or safety may be affected by the School’s operations.

For the purposes of this policy, **reasonably practicable** has the same meaning as set out in the Occupational Health and Safety Act 2004 (Vic).



Source of obligation

This policy supports the School Board, to fulfil its obligations under the following legislation and regulatory requirements, as amended from time to time:

- **Education and Training Reform Act 2006 (Vic)** and the **Education and Training Reform Regulations 2017 (Vic)**, including the Victorian Registration Standards, which require the School Board to ensure appropriate governance arrangements are in place to enable the School to meet its legal obligations.
- **Occupational Health and Safety Act 2004 (Vic)** and the **Occupational Health and Safety Regulations 2017 (Vic)**, which impose duties on employers and persons who manage or control workplaces to provide, so far as is reasonably practicable, a safe and healthy working environment.
- **Occupational Health and Safety (Psychological Health) Regulations 2025 (Vic)**, which impose specific duties on employers to identify, eliminate or minimise, so far as is reasonably practicable, risks to psychological health arising from psychosocial hazards in the workplace.
- **Compliance Code: Psychological health (WorkSafe Victoria)**, which provides practical guidance on meeting duties relating to psychosocial hazards and psychological health at work.
- Any associated **Codes of Practice, Ministerial Directions** and regulatory guidance issued by relevant authorities, including WorkSafe Victoria, insofar as they apply to the School.

Policy statement

The School Board, is committed to ensuring that occupational health and safety, including psychological health and wellbeing, is embedded within the School's governance, risk management and decision-making frameworks.

The School will:

- comply with all applicable occupational health and safety legislation, regulations, codes of practice and VRQA requirements
- maintain a governance framework that supports the identification, assessment and control of health and safety risks
- ensure that appropriate resources are allocated to support safe systems of work
- promote a culture in which health and safety is a shared responsibility
- recognise psychosocial hazards as occupational health and safety risks and ensure they are identified, assessed and managed in accordance with legislative requirements and the School's [Psychosocial Hazards Policy and Procedures](#)
- monitor and review OHS performance to support continuous improvement.

Governance and oversight

The School Board retains ultimate accountability for occupational health and safety governance.

In fulfilling this responsibility, the School Board ensures that appropriate systems and governance arrangements are established and maintained to meet the School's occupational health and safety obligations, including the oversight of compliance, risk management, incident and hazard reporting, consultation, emergency and critical incident management (including oversight of the School's Emergency Management Plan), the governance-level oversight of both physical and psychosocial hazards, and the communication of OHS expectations to the school community.

Day-to-day management of occupational health and safety is delegated to the Principal and senior leadership, while the Board retains oversight responsibility.

Operational procedures, programs and management systems that support this policy are documented separately and approved under delegated authority at the Executive level.

Risk management and consultation

The School has established arrangements to support the systematic identification, assessment and management of occupational health and safety risks, including psychosocial hazards, consistent with the School's broader risk management framework.

These arrangements include mechanisms for incident reporting, consultation and assurance, which enable management to identify trends, emerging risks and areas for improvement, including trends relating to psychosocial hazards and risks to psychological health.

The School maintains consultative arrangements to support engagement on health and safety matters, including an Occupational Health and Safety Committee and other consultative forums that may address workplace safety issues as part of their broader functions.

Occupational health and safety performance, including incidents, hazards and risk controls, is reported through established governance channels, with quarterly reporting to the Risk and Compliance Committee and annual reporting to the School Board to support oversight and continuous improvement.

Roles and responsibilities

School Board

Retains ultimate accountability for occupational health and safety governance and oversight, including oversight of systems for managing psychosocial hazards and risks to psychological health, and ensures that appropriate governance, resourcing and reporting arrangements are in place in accordance with this policy.

Principal

Responsible for the day-to-day management of occupational health and safety, including the implementation of systems to identify and manage psychosocial hazards, and for implementing this policy through appropriate systems, processes and delegated authority, and for reporting to the Board through established governance arrangements.

School leadership:

Support the Principal in implementing this policy within their area of responsibility.

Staff

Are required to take all reasonable care to ensure their own health and safety and the health and safety of others in the workplace and to comply with the occupational health and safety requirements, policies and directions relevant to their role.

Staff are also expected to work in accordance with safe systems of work and to use all plant, equipment, materials, tools and substances in the manner for which they are intended.

Volunteers, contractors, subcontractors and visitors

Are required to comply with Strathcona's occupational health and safety requirements and any reasonable directions given to ensure their health and safety while on school premises or when engaged in school activities.

Occupational Health and Safety Program

The School has established comprehensive arrangements to support the management of occupational health and safety risks and to ensure compliance with applicable legislative requirements. These arrangements address both physical and psychosocial hazards, including risks to psychological health, and are supported by the School's [Psychosocial Hazards Policy and Procedures](#), which set out the operational framework for identifying, assessing and managing psychological risks.

The School maintains a suite of template OHS policies and procedures, sourced from external providers, from which it selects those appropriate to the School's operations. Selected policies are reviewed, contextualised and formally adopted by the School before they become active. These policies are supported by systems that enable the reporting, registration and monitoring of incidents, hazards, corrective actions and OHS-related risks. Workers, contractors and volunteers are required to report hazards, incidents and near misses through the School's established reporting processes. The School also provides OHS training and induction for all workers to ensure they understand their responsibilities, the School's safe systems of work and the procedures relevant to their role.

Operational OHS procedures that support this policy, including procedures relating to psychosocial hazard identification and control, are documented and maintained by the School and must be followed by all workers, contractors and volunteers.

These arrangements form the core of the School's occupational health and safety management system, through which operational procedures, guidance and controls are maintained.

The School Board receives assurance and regular reporting on the effectiveness of these arrangements through established governance and reporting mechanisms.

Policy review

This policy is reviewed at least every three years, or earlier if required due to changes in legislation, VRQA guidelines, the School's governance structure, or business requirements.

Version control

Version	Date	Author	Comments
1.0	23.05.2019	OHS Committee	Approved
2.0	27.04.2021	Phong Pham	Approved
3.0	23.06.2026	Phong Pham	Approved