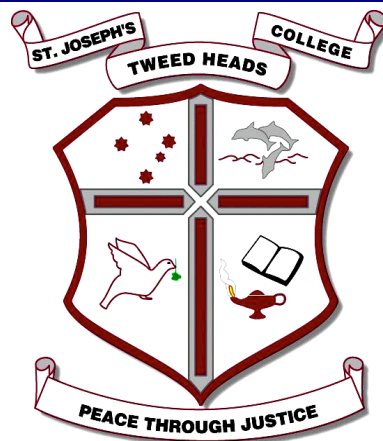

Building Safety Management Policy



BUILDING SAFETY MANAGEMENT POLICY

PURPOSE

St Joseph's college is committed to ensuring, so far as reasonably practicable, the health and safety of all individuals while at work. An important component of this endeavour includes the management of buildings.

POLICY FRAMEWORK

Organisational Commitment

St Joseph's college is committed, to ensuring so far as is reasonably practicable, the health and safety of all workers and others legally present at the workplace which includes an obligation to have systems in place to check that our buildings are safe structures and without hazards and risks to the health and safety of all workers including volunteers and others legally present on the site at and within all parts of the workplace.

Resource Commitment

St Joseph's college will ensure, so far as is reasonably practicable, that all necessary resources (including amenities, equipment and people) will be made accessible in order to:

- Comply with all applicable and relevant legislation and/or regulation(s)
- Ensure so far as is reasonably practicable the health and safety of all workers and individuals at and within all parts of the workplace.

Building Safety Management Priorities

St Joseph's college management will endeavour to ensure so far as is reasonably practicable that:

- All buildings are suitable for their function and use
- All buildings are maintained to satisfactory safety standards so that all buildings do not pose any risks to the health and safety of all workers and individuals at and within all parts of the workplace
- Areas and spaces contained within all buildings are properly coordinated and managed so that areas of storage and work are safe
- Access and exit points at and throughout all buildings are identified with clear signage and kept clear at all times
- Relevant emergency services are provided to manage any probable risks of fire or other emergency situations in all buildings
- Relevant services are provided to maintain a satisfactory working environment for workers within all parts of the building with respect to the nature of the work to be performed and the practicability of maintaining optimal working standards
- Any hazardous essential materials or substances used in the cleaning, maintenance or construction of all buildings (for example pesticides, rodenticides, fumigicides, synthetic mineral fibres and asbestos) are identified, recorded into a central register and controlled so that workers and individuals at and within all parts of the workplace are not exposed to any risks these materials may present.

Manager and Supervisor Commitment

St Joseph's college managers and supervisors at all levels are responsible (within their authoritative capacity) for ensuring so far as is reasonably practicable that:

- Policy objectives are incorporated into work practices
- Consultation is carried out with workers regarding health and safety matters in relation to building safety
- Communication of health and safety matters in relation building safety is integrated into all components of work

- Effective action is taken to reduce or eliminate the risks related to building safety so that any building safety deficiencies are resolved as soon as possible.

Commitment of Workers

St Joseph's college workers are responsible for ensuring, so far as is reasonably practicable, that:

- Their duties are carried out in a way which does not adversely affect their own health or safety, or that of others with respect to building safety within the workplace
- Measures are adhered to that have been established in the interests of workplace health and safety as related to the provision and maintenance of building safety within the workplace
- Immediate action is taken in order to isolate or secure any hazardous situation relating to building safety which comes to attention. It is important to note that this action can only be within the ability of the individual in order to protect others within the workplace
- The relevant person is immediately informed of all matters with respect to building safety issues which may affect the health and safety of individuals who need to access, use or occupy buildings.

WHS Representative Commitment

In regards to building safety issues, the **St Joseph's college** Health and Safety Representatives will:

- Facilitate in the process of achieving the objectives set out in this policy
- Consult on various health and safety issues as related to building safety
- Support cooperation on health and safety issues as related to building safety
- Report health and safety hazards as related to building safety to senior management

- Cooperate fully in workplace investigations into accidents, incidents and near misses
- Determine whether safety procedures implemented for workers with respect to building safety in the workplace were adequate or if they should be modified as a result of such investigations (as related to the aforementioned).

POLICY RESPONSIBILITY

Responsibility for the implementation of the policy is entrusted to Eric Littler. Responsibility includes the development of appropriate procedures for the implementation of this policy, an annual program of action to ensure implementation, and monitoring as necessary.

