

17 October 2014

CIRCULAR TO PARISH PRIESTS, PRINCIPALS AND BUSINESS MANAGERS OF CATHOLIC SCHOOLS IN VICTORIA AND LEADERS OF RELIGIOUS CONGREGATIONS

Occupational Health and Safety Assistance for Schools

MAIN POINTS

- School principals and leaders with staffing-related responsibilities are increasingly responsible for responding to and managing a variety of Occupational Health and Safety (OHS) concerns within the workplace, including complaints of bullying and the identification of hazards.

Anti-Bullying Guide for Principals and School Leaders

- The [Anti-Bullying Guide](#) provides assistance to principals, business managers, and other leadership staff with HR functions to prevent, manage and respond to bullying in the workplace.
- The Guide aims to:
 - give a clear understanding of what constitutes workplace bullying
 - provide an overview of the relevant legal framework and the potential implications of legal action
 - advise on ways to prevent workplace bullying, including implementing the necessary policies and training
 - advise on what to do if a complaint of workplace bullying is received or a bullying situation amongst staff becomes apparent
 - advise on appropriate resources relating to workplace bullying.
- A template [Anti-Bullying Policy](#) is available to assist schools to implement, review and update their own policies
- The [Guide](#) is designed to be read in conjunction with this template policy.
- The Guide has been uploaded on the CECV website www.cecv.catholic.edu.au under *Industrial Relations / Guidelines*.

Creating a Safety Culture in Schools

- A new training video, [Creating a Safety Culture in Schools](#), is now available on the [CECV website](#) under *Industrial Relations / Occupational Health and Safety / Occupational Health and Safety Training Manual*.
- The video focuses on how schools should incorporate health and safety considerations into everyday operations to be compliant with their legal and moral obligations.
- The video will provide further OHS professional development training for employees across four topics, in the following stand-alone chapters:
 - why we need to get health and safety right
 - what part we all play in ensuring health and safety
 - how to find, assess and fix hazards
 - how to consult with employees in relation to OHS.

ACTIONS REQUIRED

- Principals, parish priests and leaders of religious congregations are asked to:
 - access the [Anti-Bullying Guide](#) from the [CECV website](#)
 - consider the Guide in conjunction with the [template policy](#) in order to review the school's current anti-bullying policy
 - access the [video](#) on the CECV website under *Industrial Relations / Occupational Health and Safety / Occupational Health and Safety Training Manual*
 - provide professional learning opportunities for employees in the identification, prevention and minimisation of OHS hazards.

CONTACT/ENQUIRIES

- For all enquiries, please contact the Industrial Relations Unit on 03 9267 0431 or via email ceoir@ceomelb.catholic.edu.au.



Stephen Elder
EXECUTIVE DIRECTOR