



# Mary MacKillop

## Catholic Regional College

### Workplace Environment and Amenities Policy and Procedures

#### 1. INTRODUCTION

Mary MacKillop Catholic Regional College in Leongatha (MMCRC) is committed to complying with its Work Safe requirements.

#### 2. PURPOSE AND OBJECTIVES

All schools are required to provide a safe working environment and workplace amenities to ensure the comfort, health and wellbeing of its staff and students. Workplace environments and amenities that are poorly maintained can cause a hazard to the health and safety of staff and students. There are minimum standards applying to all workplaces and these are outlined in Victorian Legislation Codes of Practice or Australian Standards. Refer to our Building Safety Policy.

#### 3. SCOPE

This Policy and its Procedures apply to all staff, volunteers and contractors at MMCRC.

#### 4. RESPONSIBILITIES

All workers must:

- not alter the work environment in such a manner that may pose a health or safety threat to themselves or other staff
- notify their supervisor of any items that may need to be repaired or replaced
- ensure that amenities provided by MMCRC are used correctly and for the purpose intended by their design
- immediately report any amenity which requires maintenance or replacement to the Finance & Property Manager and Grounds & Maintenance Manager using the Maintenance team email - [maintenance@mmcrc.catholic.edu.au](mailto:maintenance@mmcrc.catholic.edu.au)

#### 5. POLICY

MMCRC in Leongatha is committed to providing a safe working environment and amenities to all our staff and students.

It is our Policy that:

- our workplace layouts are designed to be suitable for purpose
- desks and workstations are ergonomically sound
- ventilation and temperature levels are appropriate and do not cause discomfort
- lighting should not be so bright that it creates glare and reflection, nor should it be so dull that reading becomes difficult. Whilst natural lighting from windows is

desirable, appropriate coverings may be required if it generates too much heat or is too bright.

- the provision of appropriate amenities will be considered and assessed based on the nature of the work, location and usage
- where necessary, staff may need to be trained in the appropriate use of facilities.

## **6. PROCEDURES**

The following procedures are in place to support this policy:

- All maintenance issues should be sent to the Property Manager via the Maintenance team email - [maintenance@mmcrc.catholic.edu.au](mailto:maintenance@mmcrc.catholic.edu.au)
- Request will be reviewed by Finance & Property Manager and Grounds & Maintenance Manager and will be prioritised based on level of risk to wellbeing of students, staff and safety – OH&S issues will always be prioritised.
- Requests for non-emergency maintenance needs will be prioritised by the Finance & Property Manager and Grounds & Maintenance Manager and be approved by the Business Manager up to \$5,000.00.
- Amounts over \$5,000.00 will be reviewed and approved by the Property and Maintenance Committee which will meet two times per term (or more as required)
- Major projects not more than permitted by what is prescribed in the DOSCEL Delegations Policy and DOSCEL Delegations Register – Schools will be reviewed by Principal and Business Manager in consultation with the relevant stakeholders.

Stakeholders include:

- General Staff
- Learning and Teaching Leaders
- Wellbeing Leaders
- Leadership Team
- Planning and Policy Team

## **7. IMPLEMENTATION**

This Policy is implemented through a combination of:

- our building maintenance program
- hazard identification and notification procedures
- regular workplace safety inspections
- initiation of corrective actions where necessary
- staff training.

## **8. BREACH OF THIS POLICY AND PROCEDURES**

Where a staff member breaches this Policy, MMCRC may take disciplinary action.

## **9. RELATED POLICIES AND PROCEDURES**

Building Safety Policy and Procedures

## **10. REVIEW**

This policy was reviewed and ratified by the Principal

**Implementation Date:** October 2023

**Reviewed:**

**Next Review Date:** October 2025