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# Building Safety Management Policy

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## BUILDING SAFETY MANAGEMENT POLICY

### PURPOSE

**Xavier Catholic 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

(Insert Name of School/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

**Xavier Catholic 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

**Xavier Catholic 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, fumicides, 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**

**Xavier Catholic 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**

**Xavier Catholic 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 Consultative Committee/Representative Commitment**

In regards to building safety issues, the **Xavier Catholic College** Work Health and Safety Committee/Health and Safety Representative 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 Michael Vella. 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.

## RELATED AND SUPPORTING POLICIES AND DOCUMENTS

## POLICY REVIEW

POLICY DATES			
<i>Formulated</i>	18 March 2013	<i>Adopted</i>	
<i>Implemented</i>	18 March 2013	<i>Reviewed</i>	
<i>Next Review Due</i>	18 MARCH 2018		
POLICY AUTHORISATION			
<i>Principal</i>	Michael Vella	<i>Signature</i>	

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## Safety Mini-Checklist

### Building Safety Management

All questions must be answered. 'No' answers indicate gaps in safety practices for which careful hazard identification, assessment and control of risks and should be undertaken.

	Yes	No
Has a building safety policy and management program been developed and implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Have sufficient resources been made available to ensure that the objectives of the building safety policy and management program are achieved?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers at all levels within the company been made aware of, and understand, the building safety policy and management program?	<input type="checkbox"/>	<input type="checkbox"/>
Is a procurement specification in place and operational which requires designers to ensure that any proposed building work is suitable for the building's function and use and adheres to statutory requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Is a central register of preventative maintenance job tasks and contracts for all buildings and related services kept and maintained, and is this made available for inspection by all workers and their representatives?	<input type="checkbox"/>	<input type="checkbox"/>
Is a central register of defects and maintenance job tasks kept and maintained and is a system in place for correcting building related problems and deficiencies?	<input type="checkbox"/>	<input type="checkbox"/>
Has the appropriate training in building safety issues been provided to all individuals who:	<input type="checkbox"/>	<input type="checkbox"/>
• Carry out work in or on buildings?	<input type="checkbox"/>	<input type="checkbox"/>
• Design and set out buildings?	<input type="checkbox"/>	<input type="checkbox"/>
• Plan and implement modifications to any section of buildings?	<input type="checkbox"/>	<input type="checkbox"/>
• Manage and/or supervise workers working in or near buildings (including contractors)?	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains plant and or services for buildings?	<input type="checkbox"/>	<input type="checkbox"/>
• Are involved in emergency management activities including emergency response and rescue operations?	<input type="checkbox"/>	<input type="checkbox"/>
Is a central register of all hazardous substances and materials that are in buildings (i.e. asbestos) kept and maintained, and is this made available for inspection by all workers and their representatives?	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate fire prevention and protection systems in place and operational for buildings including written protocols for their inspection, use and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Are all relevant workers and their supervisors consulted on a regular basis with respect to building safety issues?	<input type="checkbox"/>	<input type="checkbox"/>
Have all relevant workers and their supervisors received the appropriate information, training and supervision to ensure the health and safety of workers and individuals working in or near buildings?	<input type="checkbox"/>	<input type="checkbox"/>
Is a system in place to ensure that all accidents, incidents and near misses associated with buildings reported, investigated and recorded (and the relevant corrective measures are put into place)?	<input type="checkbox"/>	<input type="checkbox"/>
Are records of risk management processes for buildings including hazard identifications, risk assessments, control measures, testing and calibration records for instruments and training records kept for the duration as stipulated by the local regulations?	<input type="checkbox"/>	<input type="checkbox"/>

Action Notes

School			
Name of person completing checklist		Position or Role	
Signature		Date	

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