

## **POLICY on MANAGEMENT of BUILDINGS and FACILITIES (including BUILDING and OTHER SERVICES, PLANT and EQUIPMENT, SAFETY, SECURITY and ACCESS ISSUES)**

### **Rationale**

To minimise the potential harm to employees, students, hirers, contractors and the public, Salesian College Chadstone is committed, so far as reasonably practicable, to the safe management and control of the use and maintenance of its buildings, plant, equipment and services. Salesian College Chadstone will also ensure that these facilities are used and maintained in accordance with appropriate industry practice, Standards and specifications which are prepared or prescribed by suitably qualified and experienced professionals. Salesian College Chadstone is also committed to providing and maintaining a healthy and safe workplace with respect to the security of, and authorised access to all areas under its control.

The policy requires Salesian College Chadstone

- to plan, so far as is reasonably practicable, for the safe management and control of the circumstances surrounding all aspects of the buildings, plant, equipment and services while they are under its control, including the safe use, inspection, maintenance and disposal of these facilities, and
- to comply with relevant aspects of the Occupational Health & Safety Act 2004, and subordinate Regulations as amended from time to time, and
- with respect to these facilities, to identify, assess and control potential risks over which it has relevant control, and
- to ensure that operators are appropriately informed, trained, certificated, instructed and supervised on matters over which Salesian College Chadstone has relevant management and control.

The Policy also determines the broad approach and processes by which Salesian College Chadstone

- Manages buildings, plant, equipment and services in all areas under its control, and
- Manages security for all areas under its control while still allowing access by authorised persons, and for certain goods and services, subject to conditions which will be prescribed and reviewed from time to time.

### **Policy**

Salesian College Chadstone will develop and implement controls which safely manage the access of certain goods, services and people to prescribed areas under its control and to provide appropriate induction and/or supervision to all persons who must access those prescribed areas. The policy also requires all persons to comply with (this College's) Security and Access procedures when entering, working in or leaving areas under its control.

As part of the broad ambit of this policy, Salesian College Chadstone will seek input from members of its staff and other appropriate persons and will regularly review the implementation and effects of this policy and its subordinate procedures. Using the information derived from audits and other informed sources, Salesian College Chadstone will review this policy and the procedures which underpin it.

Employees and students of, public visitors and contractors to, as well as hirers of facilities under the control of Salesian College Chadstone are expected to actively support this policy.

### **Definitions**

Plant includes, but is not limited to, powered mechanical devices that cut, drill, hammer, join, combine or sort material; or that lifts or moves people or material (excluding ships, aircraft, public transport, etc.); or that store material under pressure; it also includes, lasers, turbines, temporary access equipment, explosive powered tools, etc. *Please refer to the OHS Regulations 2007 for more specific details.*

Equipment means other equipment which is not specifically regulated but which nevertheless needs to be managed safely according to the general imperatives under the OHS Act 2004, as amended from time to time.

Services means electricity, gas, water, fire detection, suppression and combating systems, sewerage and other waste disposal systems, lighting, communications, heating, cooling and similar services.

### **Exclusions**

*See list as amended from time to time.*

**Information about how this Policy is to be implemented is available in the Procedures under the Safe Management of Building and Facilities heading in the Policy and Procedure Manual.**

- ❖ Additional information and advice is available from the (OHS Manager)
- ❖ OH&S Act 2004