



Mary MacKillop

Catholic Regional College

Building Safety 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

It is critical that buildings are constructed and designed to ensure a safe working environment for workers, students, visitors and guests. Building safety issues include the inherent structure and design of the building, covering issues such as structural stability, adequacy of access and egress arrangements, ventilation, emergency response and evacuation systems. While building safety is substantially influenced at the construction and design stage and is subject to strict regulatory guidelines, it is important that as the occupier of buildings, the College uses buildings for their intended purpose and ensure that a regular maintenance program is maintained.

3. SCOPE

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

4. RESPONSIBILITIES

Workers are responsible for carrying out their duties in a safe manner. They should use buildings for their intended purpose and report all matters relating to building safety that may affect the health and safety of workers, students and other people who may use the premises.

5. POLICY

It is MMCRC's policy to ensure that our workplace is safe and that any buildings we occupy are fit for purpose and adequately maintained.

6. 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.

7. BREACH OF THIS POLICY AND PROCEDURES

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

8. REVIEW

This policy was reviewed and ratified by the Principal

Implementation Date: October 2023

Reviewed:

Next Review Date: October 2025