



SOPHIA  
MUNDI

Steiner Education and IB World School

# Occupational Health and Safety Policy

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## Table of Contents

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1.	POLICY SCOPE .....	3
1.1	Sophia Mundi Occupational Health and Safety Commitment and Principles:.....	3
2.	POLICY OBJECTIVES .....	3
3.	POLICY REQUIREMENTS .....	3

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## 1. POLICY SCOPE

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This Occupational Health and Safety (OHS) Policy applies to all employees, students, visitors, volunteers and contractors in Sophia Mundi Limited, trading as Sophia Mundi Steiner School, (hereafter referred to as **Sophia Mundi**) and on its premises/workplaces.

### 1.1 Sophia Mundi Occupational Health and Safety Commitment and Principles:

Sophia Mundi values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

Sophia Mundi is legally and morally committed to providing employees, students, visitors, volunteers and contractors with a healthy and safe working and learning environment.

Sophia Mundi will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all Sophia Mundi workplaces.

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## 2. POLICY OBJECTIVES

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**Sophia Mundi is committed to:**

- providing appropriate OHS information and training for all Sophia Mundi employees to enable them to perform their roles and responsibilities safely
- maintaining, monitoring and reviewing the OHS Management Procedures to ensure it is consistent with the nature and risk profile of Sophia Mundi operations
- complying with relevant legislation, Sophia Mundi procedures and guidelines relating to OHS
- provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence
- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- actively supporting the physical and psychological wellbeing of Sophia Mundi employees by providing access to specialist OHS advice and services
- strengthening leadership capability and accountability for OHS across Sophia Mundi
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces.

**These objectives are covered in detail in Sophia Mundi's OHS Management Procedures.**

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## 3. POLICY REQUIREMENTS

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**Sophia Mundi employees, students, visitors, volunteers and contractors are required to:**

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- participate in training and consultation
- cooperate with Sophia Mundi on OHS matters including following Sophia Mundi OHS Management Procedures and Risk Management Procedures.

Reference: Victoria State Government Department of Education & Training, OHS Policy, 2015.