

ST EUPHEMIA COLLEGE

K-12



MAINTENANCE POLICY

2014

1. Policy Statement

St Euphemia College has in place a coordinated maintenance program to ensure maximum use of its facilities. This will help to provide a safe and supportive School environment.

2. Applicability

This Policy applies to all students, staff, parents, caregivers and Board members of St Euphemia College.

3. Context/Rationale

The rationale for establishing a Maintenance Policy is to provide guidelines to:

- ensure a safe and supportive environment for all who use the College facilities
- promote a high standard of up keep of College facilities
- maintain a good general appearance of the College
- create a physical environment that is conducive to learning
- ensure efficient resource management.

4. Roles and Responsibilities

Responsibility of the Principal/Delegated Authority

The Principal/Delegated Authority is expected to:

- implement the Maintenance Policy and initiate reviews as necessary
- employ best practice in management of maintenance issues
- inspect areas that require maintenance
- make sure the School's grounds and buildings are maintained
- prioritise all maintenance work to be carried out
- identify and help reduce risks in the workplace.

Responsibilities of the Maintenance Officer

The Maintenance Officer is expected to:

- participate in the identification and assessment of risks in the workplace
- review reported hazards and incidents to identify risks
- organise, monitor, and inspect maintenance repairs
- document and implement controls to eliminate or reduce risk in the workplace
- ensure all details are completed appropriately in the Maintenance Register.

Responsibility of the Staff

The Staff are expected to:

- report hazards and incidents in the workplace.

Responsibility of the Students

The Students are expected to:

- report hazards and/or incidents
- follow safe work procedures and instructions.

5. Monitoring, Evaluation and Reporting Requirements

The Principal/Delegated Authority and the Maintenance Officer are responsible to ensure that repairs are satisfactorily carried out and signed off.

The Principal/Delegated Authority in consultation with the President of the Board of Directors is responsible for the development of the Annual Maintenance Budget and the Assets Register.

Recommendations for major upgrade expenditure are to be included in the formulation of the school annual budget for Board approval.

6. Policy Review

This Policy it will be reviewed and updated as necessary.