



# WORK HEALTH & SAFETY POLICY

## **Rationale:**

- A healthy and safe working environment is vital to the successful functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all.

## **Aims:**

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Work Health and Safety (WHS) within the school.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

## **Implementation:**

- At St Pius X High School, Adamstown, Work Health and Safety will be maintained in accordance with the policies of the Catholic Schools Office (CSO), Diocese of Maitland-Newcastle and through these policies in accordance with the current WHS legislation.
- A WHS Management System will be developed in accordance with the guidelines contained in the CSO's WHS Management System Framework. As part of this WHS Management System, policies and procedures will be developed to ensure that appropriate standards of workplace safety are maintained at all times.
- The school staff have agreed that this school consists of the one work group.
- Accordingly, a Health & Safety Representative (HSR) will be elected and trained.
- A Health and Safety Committee (HSC) will be established and it will meet at least once per term, preferably more often. This Committee will oversee the WHS Management System at the school.
- The HSC will be responsible for reviewing the performance of the WHS system once per year to ensure that the aims stated above are being achieved.
- The HSR will be the primary contact for all WHS concerns expressed by staff. The HSR will consult and communicate openly with all staff and will implement a process that allows all staff to easily report hazards and assess the risk associated with each hazard.
- The School Executive will ensure that a consultation procedure is implemented that enables all staff to express their views and contribute in a timely manner to the resolution of WHS issues that affect them. These views will be valued and taken into account by those making decisions.
- The School Executive will provide funds and time allowance to ensure that the elected HSR receives the appropriate training and accreditation and has sufficient time to perform the role effectively.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Work Health and Safety standards.
- The HSC will conduct annual 'walk through' site inspection safety audits to identify any WHS issues that need addressing.
- WHS is the shared responsibility of all staff. All Faculty Staff & Support Staff (Office, Lab Assistants, Cleaners and Grounds Staff) are responsible for reading the relevant WHS Duty of Care statement that applies to their role in the school and for knowing and complying with its contents.
- All staff are responsible for identifying hazards in the workplace and for taking appropriate steps to eliminate or minimise the risk of injury arising from the identified hazard. Where the hazard presents an immediate risk of harm to people, the individual staff member must act to obtain appropriate assistance as quickly as possible. Where there is no immediate risk of harm to people, the individual staff member must report the hazard to the HSR by using the online WHS



Helpdesk. This is accessible by clicking the Helpdesk icon on the staff desktop. A Staff member may prefer to complete a Risk Management form and hand this to the HSR. The Risk Management forms are available on the WHS page of the school website (Section 8 – Risk Management). Note that non-urgent, low risk, maintenance issues should be reported by staff using the online Maintenance Helpdesk.

- Action in response to a helpdesk notification or a “WH&S Risk Management Tool” form is to be taken by the HSR as expediently as possible. This may require the HSR to engage assistance from the appropriate level of supervisor (Coordinator, Office Manager, AP or Principal). All details regarding the issue of concern and its resolution are stored digitally within the WHS Helpdesk.
- Issues relating to WHS, for example building works being conducted at the school, will be communicated to all staff via the daily staff notices, public address announcements etc.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to. Safe Operating Procedures will be developed by all Faculties and Support Staff for those tasks and procedures that require them. This would include equipment and machinery that has the potential to cause injury if used incorrectly or unsafely.
- The required number of first aid trained personnel will be maintained at all times.
- All accidents, incidents and near misses will be recorded and reported to the Principal, the HSR and the CSO as required. The Principal or Principal’s delegate will investigate any workplace incident or injury or the Principal may decide to organise for an Officer of the CSO to conduct an investigation.
- All injuries to staff will be reported to the CSO within 48 hours of the incident, where required.
- The Return to Work process for staff will be coordinated by the Principal in liaison with the CSO.
- The school website will be the main repository for all documentation, policies and procedures regarding WHS at St Pius. The WHS Management System is fully explained and documented on the WHS page under the “Our School” tab. Policies and procedures can also be accessed on the School Policies page under the same tab.
- WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the Catholic Schools Office.

#### **Budget:**

- Sufficient funds will be allocated in the school budget to facilitate all aspects of the operation of the WHS Management System.

#### **Evaluation:**

- This policy will be reviewed every 3 years or as the need arises. It is the responsibility of the School Executive to implement such reviews and to update this policy when necessary.

**Principal:** Mr Robert Emery

Signature: \_\_\_\_\_