**WHS Duty of Care Checklist for Staff**

* Familiarise yourself with the school’s WHS Policy and WHS Management System and your personal responsibility for WHS.
* Engage in safe work practices, taking reasonable care for your own health and safety and that of others who may be affected by your acts or omissions.
* Follow all rules and expectations of the school with regard to WHS to ensure compliance with WHS legislation.
* Report to your Coordinator, supervisor or Health and Safety Representative (HSR) all incidents and injuries, and hazards or WHS issues of concern.
* Complete an “Initial Notification of Injury and Diseases Form” available from the Student Services Office and submit this form to the Principal’s Secretary to enable the school to notify the Catholic Schools Office (CSO) of the injury within 48 hours of its occurrence.
* Seek WHS information or advice from your Coordinator, supervisor or HSR where necessary, particularly before carrying out new or unfamiliar work.
* Participate in consultation on the management of WHS risks that may affect you.
* Wear appropriate clothing, footwear and protective equipment for the work being done and properly use relevant safety devices.
* Do not wilfully place at risk the health, safety or wellbeing of others or misuse safety equipment.
* Familiarise yourself with local emergency procedures and cooperate with directions from emergency wardens.