WORK, HEALTH AND SAFETY POLICY

The health, safety and welfare of all staff, students, contract workers and volunteers within the College community and those visiting the College is of primary importance. An environment that is safe and without risk to the health and well being of all, is fostered at all times.

Responsibilities

The Headmaster and the College Executive are committed to their responsibility in taking all care reasonably practicable to protect the health, safety and welfare of those within the College community and it’s visitors and ensure the College complies with relevant legislation.

The Headmaster is responsible for this policy, including the WH&S program, and for ensuring that staff are provided with the necessary instruction, training and resources to implement this policy and hold them accountable to do so.

Teachers and all staff directing the work of others will be responsible for the safety of all persons in their charge. They will actively take steps to identify hazards which could cause harm to any person in their area of control or operation and take prompt action to control them or report them to another person who has authority and capacity to do so. All staff are responsible for working safely without endangering themselves or others, participating in health and safety activities and reporting unsafe practices and situations, including all work related accidents and injuries. Where an activity is planned, due consideration to a risk analysis is carried out when there is a concern about student safety. This is done in consultation with the relevant KLA Coordinator and Deputy Headmaster.

Contract workers and volunteers engaged to perform work on the College premises or for the College community are responsible for adopting safe work practices in performing these duties and complying with the College’s health and safety policies, procedures or instructions and legislative requirements. Their acceptance of this policy is a condition of their continued involvement within the College community.

Environmental Health And Safety Committee

Staff participation in the development and practice of health and safety is valued and is fostered through the WH&S management committee and in consultation with staff. The success of this committee depends on the active support by the College executive and staff at all levels in the process of joint consultation.

Work Health and Safety Program

This policy will be implemented through a program of activities and procedures which includes:
- Active involvement and commitment of the College Executive and staff
- Identification and control of hazards including workplace inspections and evaluations
- Investigation, reporting and recording of dangerous incidents (“near misses”) accidents, injuries and illnesses
- Provision of first aid and emergency procedures as per the College’s critical incident policy
- Provision of information, training and supervision as necessary for safety
• Provision of adequate personal protective equipment (PPE)
• A training program on safety issues specific to the College
• Standard safe work procedures for tasks with potential dangers
• Hazardous substances management through the “Chemical Safety in Schools” kit
• Special requirements for student safety and welfare.

WORK, HEALTH AND SAFETY PROCEDURES

• Work Health and Safety is a shared responsibility of the Administration and all staff.
• The College will ensure that the appointed workplace Work Health and Safety representative(s) receives the appropriate training and accreditation.
• An Work, Health and Safety Committee will be established and it will meet at least once per term.
• KLA Coordinators responsible for those specialist areas where there is a perceived potential hazard or risk are to ensure that staff who work in those areas are familiar with OHS issues.
• Adequate resourcing will be available to ensure that the workplace meets the appropriate Work Health and Safety standards.
• Training will take place as designated by the CEO.
• The Work Health and Safety representative and the Headmaster will conduct regular ‘walk through’ safety audits using checklists and compile draft reports for WH&S committee to act upon.
• Issues relating to WHS, for example building works being conducted at the College, will be communicated to all staff via the daily bulletin, public address announcements etc.
• Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
• The required number of first aid trained personnel will be maintained at all times.
• All accidents and incidents will be investigated and reported to the Headmaster or the representative and other appropriate authorities.
• A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Maintenance Register, will be adhered to and maintained. The appropriate documentation will be supplied to the CEO as required.
• WorkCover and rehabilitation issues are to be referred to the Headmaster or Return to Work Coordinator (CEO) as necessary.
• New South Wales WorkCover Authority field officers are welcome at the College. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the appropriate authority.

Evaluation

An annual Work, Health and Safety review will be conducted by the appointed representative in consultation with the Headmaster and nominees from the WH&S committee or after any serious incident. This will also involve WH&S officers from the CEO. The outcomes of this review will be made public by the College in association with the CEO. This policy will be reviewed as part of the College’s three-year review cycle. Each year, during Term 4, two evacuation drills and a lockdown drill and lockdown/lockout instruction assembly are held.

July 2012