

Health and Safety Policy

Rationale

504

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace. (*Reasonably practicable means- what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters*)

Purpose

The board will, as far as reasonably practicable comply with the provisions of legislation dealing with health and safety in the workplace.

Delegations

The board delegates to the principal as officer the responsibility to:

- Develop and implement health and safety procedures
- Ensure employees have the information they need in order to comply with policy and procedures.

Policy Guidelines

The board will achieve its purpose by:

- Having emergency plans and procedures in place
- Ensuring students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices
- Having an understanding that health and safety is everyone's responsibility
- Ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the Sale and Supply of Alcohol Act 2012
- Providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- Ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents

Monitoring

The Principal, as officer, has responsibility for implementing this policy and therefore must:

- Exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations
 - Know about work health and safety matters and keep up to date
 - Gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
 - Ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
 - Ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
 - Ensure there are processes for complying with any duty and that these are implemented
 - Verify that these resources and processes are in place and being used
- Take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- Ensure the staff code of conduct is implemented effectively
- Ensure there is zero tolerance to unacceptable behaviour, such as bullying, and there are effective processes in place
- Provide a smoke-free environment
- Consult with the community every 2 years regarding the health programme being delivered to students
- Provide information and training opportunities to employees
- Advise the board chair of any emergency situations as soon as possible
- Ensure all employees and other workers at the school will take reasonable care to:
 - Cooperate with school health and safety procedures
 - Comply with the health and safety legislation and duties of workers
 - Ensure their own safety at work
 - Promote and contribute to a safety-conscious culture at the school

Teachers will:

- Participate in a Health and Safety meeting during weekly staff meetings, where they will report any concerns they have noticed around the school
- Read and understand this policy and all procedures/supporting documentation relating to it
- Cooperate with school health and safety procedures
- Comply with the health and safety legislation and duties of workers
- Ensure their own safety at work
- Promote and contribute to a safety-conscious culture at the school

Supporting Documentation

Found in the schools Administration Handbook:

- Staff induction
- Education outside the classroom, RAMS
- Health and Safety register
- Hazard register
- Hazard assessment register
- Injury and incident reporting (Procedure, checklist, Board report, investigation)
- Emergency, civil defence and crisis procedures, including for shut-down and evacuation
- Administering medication
- Alcohol, smoking and drugs
- After-school care
- Collection, storage and access to personal information
- Concerns and complaints
- Court orders against parents/caregivers
- Cyber Safety
- First aid and infection
- Pandemic Plan
- Healthy eating
- Parent Helpers
- Playground supervision
- Police vetting
- Protected disclosures
- Sexual harassment
- Transporting children
- Code of conduct

Legislative Compliance

- Health and Safety at Work Act 2015
- Vulnerable Children Act 2014

Ratified by Board: _____

Signed for B.O.T.

Date

Next Review: _____

Date

Recorded in the Board of Trustees Minutes dated: _____

