

WORK HEALTH AND SAFETY POLICY STATEMENT

Policy No.:	GRSS01	Version:	000
Drafted By:	AIS/SS	Status:	Current
Responsibility:	Management Group	Scheduled review Date:	12/3/14

1.0 INTRODUCTION

Work health and safety (**WHS**) is of fundamental importance to the school.

Maintaining a safe work environment requires everyone's continuous cooperation. It is a partnership between you and the school. This means that, as a worker you are individually responsible to protect your own health and safety, and the health and safety of your co-workers and other persons who are not employees or contractors by working in compliance with the law and with our safe work practices.

2.0 PURPOSE

The purpose of this Statement is to summarise the obligations imposed by WHS legislation (Work Health and Safety act 2011) on the school and on workers (including employees and contractors).

3.0 POLICY

3.1 General

This Policy Statement summarises some of the rights and obligations which are created by the legislation. The Statement is not intended to go beyond the legislation.

For further information about work health and safety please contact Sarah Sandberg – Daily Operations Manager

3.2 Reporting Safety Issues

All accidents, injuries and potential safety hazards must be reported immediately to the Daily Operations Manager or their delegate.

The school needs to keep a record of all work-related illnesses and/or injuries, no matter how slight, to comply with WHS legislation.

If staff, volunteers or other workers sustain an injury or illness at work they are required to record this using an Incident Reporting Form immediately on becoming aware of the injury or illness. This applies even if the injury or illness does not require medical attention, because the school aims to ensure that any existing safety hazards are corrected. The Record of incidents is kept by the Daily Operations Manager.

It is unlawful to discriminate against or victimise any worker because the worker raises an issue or concern about a workplace matter that he or she considers is not safe or is a risk to health.

4.0 RESPONSIBILITIES

4.1 The School's Responsibilities

The school's responsibilities under legislation regarding WHS may include doing everything reasonably practicable to:

- a) ensure the health and safety of
 - i. workers engaged, or caused to be engaged by the school, and
 - ii. workers whose activities in carrying out work are influenced or directed by the school,

while the workers are at work in the business or undertaking; and

- b) that the health and safety of others is not put at risk from work carried out as part of the business or undertaking;
- c) identify any hazards in the workplace that may be a risk to health and safety and eliminating or minimising those hazards; and
- d) consult with its workers about health and safety issues in the workplace.

4.2 Workers' Responsibilities

All Glenaeon staff, volunteers and other workers have a responsibility under WHS legislation to take care of their own health and safety at work. It is also their responsibility to ensure that their activities do not adversely effect the health and safety of other persons – for example co-workers, students, parents or other persons that they may come into contact with at work.

They must cooperate with the school in ensuring that their workplace is safe and without risk to health. This includes, but is not limited to:

- a) complying with all policies and procedures in place to protect their health and safety at work;
- b) complying with all reasonable instructions from managers in relation to health and safety issues at work;
- c) ensuring that they know how to use equipment safely and that they use all equipment in the correct manner;
- d) using any personal protective equipment provided to them by the school to protect their safety and ensuring that they use this equipment correctly;
- e) participating in WHS training;
- f) participating in WHS consultation;
- g) reporting all incidents and accidents at the workplace in accordance with this policy. This includes both actual accidents and 'near misses' (that is, where an incident has occurred which had the potential to cause personal injury or damage to school property, even if no injury or damage occurred); and
- h) generally cooperating with the school as required to enable compliance with the law.

5.0 RELATED DOCUMENTS

WHS Procedures

WHS Checklist

WHS Tools (Forms)

6.0 AUTHORISATION

Signed: _____

Date: _____

Name: _____

Review Date: 12/3/2014

Position: Chair - Glenaeon School Council