



**WORKPLACE HEALTH & SAFETY (WHS) POLICY & PROCESURES**

Drafted By:		Education Manager	Status: March 2018	CURRENT
Responsibility:		Management Team	Scheduled review Date:	March 2020
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**0.1 INTRODUCTION**

This policy will assist Mumbulla School in meeting its obligations in compliance with the *Work Health and Safety Act 2011*, the Work Health and Safety Regulations 2017 and applicable Codes of Practice and Australian Standards as far as possible.

We are committed to ensuring that all work activities are carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of all employees, students, volunteers, visitors and contractors to ensure a safe and healthy workplace.

**0.2 PURPOSE**

The purpose of this policy is to establish and maintain an effective health and safety management system. Mumbulla School for Rudolf Steiner Education (Mumbulla School) is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance.

The nature of a school community is such that at any time employees may only comprise a small proportion of those on the premises and it is the responsibility of the school’s Board of Directors to ensure that measures are taken to protect the health and safety of all.

*“The employer must assess the risks such hazards pose to the health and safety of their employees and any other person at the employer’s place of work.”*

From WH&S Regulation 2001:10(1)

**DEFINITIONS**

Section 22(1) of the *Workplace Health and Safety Act 1995*: Workplace Health and Safety is ensured when persons are free from:

- death, injury or illness caused by any workplace, workplace activities or specified high risk plant
- risk of death, injury or illness created by any workplace, workplace activities or specified high risk plant.

**Risk:** Something by its nature having the potential to damage or cause injury.

**Hazard:** The likelihood of that potential being realised.

**Dangerous event:** An event at a workplace involving imminent risk of explosion, fire or serious bodily injury.

**Work injury:** An injury to an employer, self-employed person or worker in the course of doing work that requires first aid or medical treatment; or the recurrence, aggravation, acceleration, exacerbation or deterioration of any existing injury in a person in the course of doing work:

- that requires first aid or medical treatment
- to which the work was a contributing factor.

**Serious bodily injury:** An injury that causes death; or impairs a person to such an extent that as a consequence of the injury the person becomes an overnight or longer stay patient in a hospital.

**Work-caused illness:** A disease that is contracted by an employer, self-employed person or worker in the course of doing work and to which the work was a contributing factor; or the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing disease in the course of doing work to which the work was a contributing factor.

### **0.3 POLICY**

#### **Aims**

Mumbulla School aims to:

- Remove or reduce the risks to the health, safety and welfare of all staff, students, visitors and contractors.
- Continuously seek to improve WHS management system outcomes by using a WHS plan.
- Provide a Return to Work program that meets the needs of employees.
- Ensure all work activities are carried out safely.

#### **Responsibilities**

##### **Board of Directors**

The Board of Directors is responsible for:

- Reviewing and approving WH&S management plans.
- Appointing an WH&S group consisting of at least:
  - 1 Board member
  - 1 Management Group member
  - 1 Admin staff member
  - 1 B&G Caretaker
- Ensuring operating procedures are developed and implemented.
- Ensure a Return to Work program is developed with suitable duties options.
- Ensure procedures are in place and communicated to all staff, including volunteers.

##### **Business Manager**

The Business Manager is responsible for:

- Allocate budget resources to WH&S
- Manage contractors coming to school
- Ensuring employees are trained in procedures
- Emergency planning Injury management
- Bringing WH&S issues to the attention of staff as soon as they arise.
- A safe working environment
- Safe systems of work
- Plant and substances in safe condition
- Safe facilities for the welfare of all workers
- Any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health.
- Monitor working conditions
- Monitor health and safety of staff
- Incident reporting and investigation
- Ensure all equipment required for safe work is available

### 0.3.2.3 Workplace Health & Safety (WHS) Mandated Group

The WHS group will:

- Carry out safety inspections at the beginning of each term.
- Consult with staff and Building & Grounds group in relation to Risk Management.
- Assess risk and set priorities for hazard removal and minimisation.
- In conjunction with the Administration, arrange for hazard removal and minimisation to be carried out by school employees, contractors, and volunteers at school working bees.
- Report to the Board and make recommendations.
- Review incident/accident reports and investigate incidents and accidents.
- Provide and monitor WH&S Register with Hazard Report forms.
- Ensure staff have current First Aid Certificate
- Coordinate the provision of information, education and training necessary to ensure a safe and healthy school environment.
- Ensure that Material Safety Data Sheets (MSDS) are available to all staff.
- Ensure new and updated WHS information is communicated to the staff.
- Ensure new and updated WHS procedures are implemented within the school.

### 0.3.2.4 Building and Grounds Group

Building and Grounds group will:

- Ensure all Building and Grounds projects are carried out in consultation with the WHS group and in accordance with safe work practices and procedures.

### 0.3.2.5 Building and Grounds Caretaker

The Building and Grounds Caretaker and each worker has an obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment.
- Take reasonable care of the health and safety of themselves and others.
- Wear protective equipment and clothing where necessary.
- Comply with any direction given by management for health and safety.
- Not misuse or interfere with anything provided for health and safety.
- Report all accidents and incidents on the job immediately, no matter how trivial.
- Report all known or observed hazards to their supervisor or manager.
- Ensure WHS risks are identified, assessed and controlled.
- Maintain asbestos register.
- Maintain chemical register.
- Conduct Workplace inspections.

### 0.3.2.6 Office

Administration staff will:

- Maintain a Visitors Book to ensure visitor safety during an emergency.
- Maintain school First Aid kits and administer First Aid.
- Report communicable illnesses.
- Maintain a Hazard Register.
- Maintain a current First Aid Register.
- Know and initiate emergency and evacuation procedures

### 0.3.2.7 Cleaners

Cleaners have an obligation to:

- Ensure cleaning materials are provided.
- Ensure safe storage of cleaning materials and equipment.
- Maintain hygienic standards.

#### 0.3.2.8 College of Teachers

All educational staff have an obligation to:

- Take reasonable care for their own health and safety and that of others.
- Report all hazards to the office and where appropriate fill in Hazard Report form.
- Become familiar with the WH&S policy and the addenda relating to school activities.
- Ensure that children are aware of safe practices relating to their activities.
- Provide an example of good WH&S practice to the children.
- Know and initiate emergency and evacuation procedures.

#### 0.3.2.9 Human Resource Officer

The Human Resource Officer is responsible for:

- Training and inducting new staff in safe practice and procedures.
- Ensuring that all staff have a current First Aid Certificate.
- Ensuring that all staff have a current Working With Children Check (WWCC)
- Maintaining a WWCC register for parents and volunteers attending camps and excursions.

#### 0.3.2.10 Staff

Each staff member has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves, students and others and damage to school equipment.
- take reasonable care of the health and safety of themselves, students and others.
- wear personal protective equipment and clothing where necessary.
- ensure students wear protective equipment and clothing where necessary.
- comply with any direction given by management for health and safety.
- not misuse or interfere with anything provided for health and safety.
- report all accidents and incidents to self or others, immediately, no matter how trivial.
- report all known or observed hazards to the Front Office.
- Participate in Return to Work program if unwell for a significant period of time.
- Abide Staff Code of Conduct at all times.

#### 0.3.2.11 Parents and Visitors

We expect parents and visitors to:

- take all reasonable care to maintain the health and safety of self and others.
- Report injuries.
- Report actual or potential health and safety hazards to the Front Office.
- Wear personal protective equipment (PPE) and clothing if required.
- Evacuate when instructed.
- Notify staff about relevant information relating to individual risk, e.g. medical conditions such as asthma or allergies etc.
- Abide by the Parent/Carers Code of Conduct while on school premises or at school excursions.
- Outside of normal pick up & drop off times, when parents are at school, to sign in and out in the visitors book.
- To provide WWCC if attending overnight excursions.
- To provide car insurance and Driver's License if transporting other children.

#### 0.3.2.12 Contractors

Contractors are to:

- Take reasonable care to protect their own health and safety and the safety of others.
- Develop and implement WHS systems, policies and procedures for their own workers.
- Provide Safe Work Method Statement and WWCC certificates when required.
- Assess the workplace for hazards and develop safe work practices.
- Report any hazards/incidents to the Business Manager.

#### **0.4 APPLICATION OF THIS POLICY**

We seek the co-operation of all workers, students and their families and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all educational and business operations and functions, including those situations where staff, students and parents are required to work off-site such as school excursions.

##### Other Relevant Documentation:

- Work Health and Safety Statement – Staff Induction Booklet (Annexure 1)
- Registers: Asbestos, Tree Safety, MSDS Register for Chemicals & Cleaning Project,
- First Aid Policy
- Child Protection Policies
- Emergency Evacuation Policy and Procedure