



## **Workplace Health and Safety Policy**

### **Aims**

- A. To provide a school environment that is safe and healthy, where hazards are minimised and controlled.

### **Scope and Application**

*The School must notify the Director General, Department of Education Services of any critical and emergency school incidents, including:*

1. The death of a student or staff member at school or during a school-related activity or following an incident at school or during school-related activity.
2. An incident involving injury, illness or trauma to a student or staff member at school or during a school-related activity requiring ambulance or hospital attendance.
3. An incident requiring a police or other emergency services response when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority.
4. An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
5. The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student –
  - i. by a staff member or another student; or
  - ii. by another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.
6. Issuing a formal warning to or ceasing the employment of a staff member for a breach of the Code Conduct suspected to have involved grooming behaviour.

*An employer must report certain cases of work-related injury, disease or injury resulting in the death of an employee to the WorkSafe Western Australia Commissioner, under s231 of the Act. The list of notifiable injuries and diseases is contained in Regulation 2.4 and 2.5.*

This policy is available on the school website.

This policy applies to:

- A. Employees
- B. Students
- C. Parents

- D. Community members
- E. Contractors
- F. Visitors to the school

## Definitions

- A. **ALARP** - As Low as Reasonably Practicable (the cost involved in reducing the risk further through the addition of more controls would be grossly disproportionate to the benefit gained)
- B. **Acceptable Risk** - it is the remaining ALARP risk after the implementation of all the possible protective action on the residual risk.
- C. **General Duty of Care at The Workplace** - The 'general duty of care' and 'general duties' describe responsibilities that the OSH Act places upon employers and employees to ensure their own safety and health at work and that of others who are at the workplace or who might be injured by the work they undertake. These general duties are aimed at preventing and reducing ALARP workplace death, injury or illness. The duty of care under the OSH Act also extends to students, volunteers and any other members of the Community as defined under "employees".
- D. **Employees** - refers to all persons (including workers, suppliers, service providers, contractors, subcontractors, consultants, visitors, students, volunteers and others) who are engaged by, or under the control of the Principal on behalf of the Board at the workplace.
- E. **Hazard** - means a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.
- F. **Incident**- means an unplanned event that occurred and has the potential to harm or injure a person.
- G. **Injury Management** - involves the injured employee, employer and treating medical practitioner working together to assist that employee to stay at work or return to work following a work-related injury or illness.
- H. **Likelihood** - means the probability of an incident occurring.
- I. **Near Miss** – means an unplanned event that occurred but did not result in human injury or ill-health.
- J. **Workplace Health and Safety Sub-Committee** – deals with policy development, monitoring programmes, emergency procedures, training and supervision, trends in accident and illness reports, and resolution of safety and health issues.
- K. **Person in Control of a Workplace** - This is the KSCS Principal. This is the person who has any responsibility within a workplace to ensure that the workplace, and all access ways used to enter and exit, do not expose people who use the workplace to hazards. He/she will exercise control over the workplace, as part of his/her job, on behalf of the Board. That is, the Principal must carry out their functions in a way that does not harm others and must exercise reasonable care given his/her job function, authority and level of control.

- L. Residual Risk** - it is the remaining risk after the preventive controlling strategy has been implemented to reduce the initial assessed risk.
- M. Risk** - means the likelihood of a hazard causing human injury or ill-health
- N. Safety and Health Representative (SH Rep)** - They represent fellow employees in Workplace Safety and Health matters and carry out specific functions related to workplace safety and health.
- O. Student:** - see employees
- P. The School** - Kerry Street Community School [KSCS] Inc.
- Q. The Employer** - The KSCS Board.
- R. Volunteer** - see employees
- S. Worker** - see employees
- T. Workplace** - This is KSCS premises 20 Forrest Road, Hamilton Hill, W.A. or any place where employees are likely to be during the course of their work. The definition includes such places as camp facilities or other structures where lessons or any other training activities are held for students.

## Principles

- A.** Health and Safety at KSCS is both an individual and community responsibility of all involved in the school activities.
- B.** Kerry Street Community School is committed to a risk management system that will promote safety and wellbeing of employees, prevent and minimise injury on the school's grounds.
- C.** A healthy and safe working environment is vital to the welfare of students, staff and school community members. Therefore, it is the Board's responsibility to value this resource and to provide and maintain a working/learning environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors, volunteers and other visitors to the school site.
- D.** School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on WHS issues will be encouraged.

## Responsibilities

### A. Board

As employers, the School Board has the direct responsibility for:

1. Overseeing with the Principal, the reporting of cases of work-related injury, disease or injury resulting in the death of an employee to the WorkSafe Western Australia Commissioner, under s231 of the Act. The list of notifiable injuries and diseases is contained in Regulation 2.4 and 2.5.

2. Ensuring the policy objectives are fulfilled and that the necessary resources are provided to the Principal.
3. WHS policy is issued, and regularly updated (through the WHS subcommittee see below).
4. Developing procedures consistent with the principles of this policy.
5. Devising and administering, in conjunction with the Principal, a comprehensive health and safety risk management program.
6. Ensuring that adequate resourcing will be available, as far as is possible, to ensure that the workplace meets the appropriate Workplace Health and Safety standards.
7. Monitoring and tracking the progress of the WHS management plan.
8. Implement a Return to Work program and Injury Management program in accordance with the Workers' Compensation and Injury Management Act 1981.
9. Ensure currency of Worker's Compensation Insurance

## **B. The Principal**

As person in control of a workplace, the Principal has the direct responsibility for:

1. Reporting cases of work-related injury, disease or injury resulting in the death of an employee to the Board, and to the WorkSafe Western Australia Commissioner, under s231 of the Act. The list of notifiable injuries and diseases is contained in Regulation 2.4 and 2.5.
2. Taking all reasonably practicable measures to protect the safety and health of their employees and to ensure there are safe grounds and buildings at the workplace.
3. Providing a safe and healthy environment for staff, students and others which meets the professional, social and personal needs of the staff;
4. Achieving effective implementation of the Injury Management and return to work program
5. Ensuring all staff adhere to the formal process of reporting, recording and investigating incidents;
6. Provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work/activities in such a manner that they are not exposed to hazards;
7. Identify the SH Representative from the staff and form the WHS Sub-Committee;
8. Consult and co-operate with SH representatives, WHS Sub-Committee, and other employees at the workplace, regarding occupational safety and health at the workplace;
9. Where it is not practicable to avoid the presence of hazards at the workplace, provide the employees with, or otherwise provide for the employees to have, such adequate personal protective clothing and equipment as is practicable to protect them against those hazards, without any cost to the employees; and

10. Make arrangements for ensuring, so far as is practicable, that:
  - a. the use, cleaning, maintenance, transportation and disposal of plant; and
  - b. the use, handling, processing, storage, transportation and disposal of substances, at the workplace is carried out in a manner that does not expose employees to hazards.
  - c. In the event of an employee reporting an unsafe work situation or an injury, employers have an additional duty to report certain prescribed injuries and diseases to the Department of Education and to investigate whether any action needs to be taken. The employer must then inform the employee of the action that will be taken, or that no action is necessary.
  - d. Provide time for the SH representative to perform duties
  - e. Oversee the currency of Safety Data Sheets for all hazardous chemicals

### **C. WHS Committee**

1. Develop and maintain this policy
2. Enable and assist consultation and cooperation between the employer and employees;
3. To help initiate, develop and implement safety and health measures;
4. Keep itself informed about safety and health standards in similar workplaces;
5. Review and make recommendations on safety and health rules, programmes, measures and procedures at the workplace;
6. Keep information accessible on any hazards that may arise in the workplace;
7. Consider and make recommendations about changes that may affect the safety and health of employees;
8. Consider matters referred by a safety and health representative;
9. Perform other functions as may be prescribed in the regulations or given to the committee, with its consent, by the employer.

### **D. SH Representative**

1. Complete the Notification of election as a safety representative documentation and submit to Worksafe WA.
2. Attend relevant accredited courses.
3. To inspect that workplace or any part of it
  - a. at such times as are agreed with the employer; or
  - b. where he or she has not inspected the workplace, or that part of it, in the preceding 30 days, at any time upon giving reasonable notice to the employer;
4. Immediately, in the event of an accident, a dangerous occurrence, or a risk of imminent and serious injury to, or imminent and serious harm to the health of, any person, to carry out any appropriate investigation in respect of the matter;

5. To keep himself or herself informed as to the safety and health information provided by his or her employer in accordance with this act and liaise as necessary with the department and other government and private bodies;
6. Report to the employer any hazard or potential hazard to which any person is, or might be, exposed at the workplace that comes to his or her notice;
7. Refer any matters that require consideration considered by the committee to the WHS sub-committee;
8. Consult and co-operate with the employer on all matters relating to the safety or health of persons in the workplace;
9. Liaise with the employees regarding matters concerning the safety or health of persons in the workplace.
10. Refer matters to Worksafe WA if they consider a matter to be unresolved

**E. Maintenance, Cleaning and Kitchen Coordinators**

1. Take reasonable care for the health, safety and welfare of themselves and others at KSCS, including students.
2. Respect, encourage and accept each other's skills, attributes and opinions.
3. Co-operate with the administration and the WHS Sub-Committee for Health, Safety and Welfare ensuring a safe, healthy working environment.
4. Report potential and actual health, safety and welfare to the Principal.
5. Respond to Maintenance Requests applicable to their role.

**F. All Staff will:**

1. Take reasonable care for the health, safety and welfare of themselves and others at KSCS, including students.
2. Respect, encourage and accept each other's skills, attributes and opinions.
3. Co-operate with the administration and WHS Sub-committee for Health, Safety and Welfare ensuring a safe, healthy working environment.
4. Report potential and actual health, safety and welfare to the Principal. Co-operate with the Principal in the development and delivery of return-to-work and support programs in occupational rehabilitation.

**G. Parents/Volunteers**

1. Take reasonable care for the health, safety and welfare of themselves and others at KSCS, including students.
2. Know safety and hygiene procedures to be applied during their task.

## **Related Legislation**

- A. Occupational Safety and Health Act 1984
- B. Occupational Safety and Health Regulations 1996

- C. Code of Practice on Occupational Safety and Health in the Western Australian
- D. School Education Act 1999
- E. School Education Regulations, 2000
- F. Workers' Compensations and Injury Management Act 1981

## **Related Kerry Street Documentation**

- A. Procedures, including:
  - a WHS Flowchart
  - b WHS Management Plan
  - c SH Representative
  - d WHS Procedures
  - e WHS Report Form
- B. Hazards Maintenance Request Form
- C. Kerry Street Community School Emergency Management Plan (EMP)
- D. Kerry Street Community School Critical Incident Management Plan (CIMP)
- E. Kerry Street Community School Risk Matrix
- F. Policies including:
  - 1. Critical Incident Policy
  - 2. Emergency Procedures Policy
  - 3. Duty of Care Policy
  - 4. Building and Grounds Policy
  - 5. Bushfire Policy
  - 6. Risk Management Policy
  - 7. Illness and First Aid Policy

## **Contact Person**

Enquiries relating to this policy should be directed to the School Principal or Board President.

## **Breaches of this Policy**

Any breach of this policy may result in disciplinary action up to and including termination.

## **Authorisation and Review**

- A. Written January 2011
- B. Approved by Kerry Street Council May 2011
- C. Reviewed 20 September 2016

D. To be reviewed May 2017

E. Reviewed January 2020

## Revision History

<b>Date</b>	<b>Revision</b>	<b>Detail</b>
February 2020	V2	Minor edits/updates. Title change from OH&S to WHS (Workplace Health and Safety)