



## Workplace Health and Safety Policy

### Aims

- A. To provide a school environment that is safe and healthy and where hazards are minimised and controlled.
- B. To create a culture of safety that encourages the development, maintenance and promotion of healthy school premises.

### Scope and Application

This policy is available on the school website. This policy applies to:

- A. All Employees
- B. Students
- C. Parents and Community members
- D. 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** - 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** - 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** - 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** - the probability of an incident occurring.
- I. Near Miss** – an unplanned event that occurred but did not result in human injury or ill-health.
- J. Notifiable Incidents** – Section 35 of the Act describes notifiable incidents. A notifiable incident means:
  - i. The death of a person.
  - ii. A serious injury or illness of person. This includes but is not limited to:
    - 1. The person was required to have immediate treatment as an inpatient in a hospital
    - 2. A serious head, eye or burn injury
    - 3. Treatment required within 48 hours of exposure to a substance
    - 4. An injury prevents the person doing their normal work for more than 10 days from the occurrence of the injury
  - iii. A dangerous incident. This includes but is not limited to:
    - 1. Uncontrolled leakage of a substance
    - 2. Electric shock
    - 3. Collapse of a structure
    - 4. Fall from height of any plant or thing
- K. 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.
- L. Person Conducting a Business or Undertaking (PCBU)** – is the employer, as defined in the *Work Health and Safety Act 2020*, in this instance Kerry Street Community School Inc.
- M. 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. They will exercise control over the workplace, as part of their 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 their job function, authority, and level of control.
- N. Reasonably Practicable** – that which is, or was at a particular time reasonably able to be done to ensure health and safety, taking into account all relevant matters including likelihood, degree of harm, what is known, availability and suitability of ways to eliminate or minimise risks and associated costs.

- O. Residual Risk** - is the remaining risk after the preventive controlling strategy has been implemented to reduce the initial assessed risk.
- P. Risk** - the likelihood of a hazard causing human injury or ill-health
- Q. Safety and Health Representative (SH Rep)** - represents fellow employees in workplace safety and health matters and carries out specific functions related to workplace safety and health.
- R. Safety Management System (SMS)** – a set of policies, plans, actions and procedures that provide a systematic approach to managing health and safety and underpin continuous safety improvement.
- S. The School** - Kerry Street Community School (KSCS) Inc.
- T. The Employer** - the KSCS Board.
- U. Volunteer** - see employees.
- V. Worker** - see employees.
- W. 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.** Kerry Street Community School is committed to a safety management system that will promote the health, safety and wellbeing of employees and prevent and minimise injury on the school's grounds, as far as reasonably practicable.
- B.** Health and Safety at Kerry Street Community School is both an individual and community responsibility of all involved in the school's activities.
- 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.
- E.** When engaged in activities on school premises, employees and non-employees are required to take reasonable care for their own health and safety. Further, they have a responsibility to avoid situations and practices (including acts or omissions) that may adversely affect the health and safety of others.

## Responsibilities

### A. Board

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

1. Ensure that every aspect of The School's *WHS Policy* is enforced and reviewed regularly for effectiveness
2. Oversee with the Principal, the reporting of cases of work-related injury, disease or injury resulting in the death of an individual to WorkSafe under s 35 of the Act.
3. Ensure necessary resources are provided to the Principal.
4. Review, approve and issue this policy.
5. Devise and administer, in conjunction with the Principal, a comprehensive health and safety risk management program.
6. Monitor and track the progress of the WHS management plan via the Risk Register.
7. Oversee the provision of Worker's Compensation Insurance.

## **B. The Principal**

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

1. Take all reasonably practicable measures to protect the safety and health of employees and to ensure there are safe grounds and buildings at the workplace.
2. Acquire and keep up to date knowledge of work health and safety matters.
3. Provide a safe and healthy environment for staff, students and others which meets the professional, social and personal needs of the staff.
4. Achieve effective implementation of the Injury Management and Return to Work programs.
5. Ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking.
6. Ensure that the PCBU has appropriate processes for rescuing and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
7. Ensure that the PCBU has and implements, processes for complying with any duty or obligation of the PCBU under the Act.
8. Verify the provision and use of the resources and processes referred to in points (5), (6), and (7). This includes:
  - a. Reporting notifiable incidents;
  - b. Consulting with workers;
  - c. Ensuring compliance with notices under this Act;
  - d. Ensuring the provision of training and instruction to workers about work health and safety;
  - e. Ensuring that health and safety representatives receive their entitlements to training.
9. Ensure all staff adhere to the formal process of reporting, recording and investigating incidents.

10. Provide information, inductions, 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.
11. Facilitate the election of the SH Representative from the staff and ensure adequate training and time to perform duties is provided.
12. Form the WHS Sub-Committee.
13. Consult and co-operate with SH Representative, WHS Sub-Committee, and other employees at the workplace, regarding occupational safety and health at the workplace.
14. Collect relevant information to determine compliance with school policies.
15. Ensure the provision of adequate personal protective clothing and equipment as is practicable.
16. Oversee systems for the use, cleaning, maintenance, transportation, and disposal of plant; and 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.
17. Oversee the currency of Safety Data Sheets for all hazardous chemicals.
18. Monitor complaints and accident/near miss records.
19. Report cases of work-related injury, disease or injury resulting in the death of an employee to the Board, and to the WorkSafe, under s35 of the Act.
20. Report certain prescribed injuries and diseases to the Department of Education and to investigate whether any action needs to be taken.

#### **C. WHS Committee**

1. Review this policy annually.
2. Enable and assist with effective workplace representation, consultation, cooperation and issue resolution in relation to work health and safety
3. Enable and assist with consultation and cooperation between the employer and employees.
4. Help initiate, develop and implement safety and health measures.
5. Keep informed about safety and health standards in similar workplaces.
6. Review and make recommendations on safety and health rules, programmes, measures and procedures at the workplace.
7. Keep information accessible on any hazards that may arise in the workplace.
8. Consider and make recommendations about changes that may affect the safety and health of employees.
9. Consider matters referred by a safety and health representative.
10. 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. Inspect that workplace or any part of it:
  - a. after giving the PCBU notice
  - b. without notice if there has been a WHS risk or incident.
4. Accompany an inspector during an inspection
5. Attend a meeting between a worker (or group of workers) and the PCBU or an inspector (with the workers consent)
6. 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.
7. Keepinformed 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.
8. 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.
9. Refer any matters that require consideration considered by the committee to the WHS sub-committee.
10. Consult and co-operate with the employer on all matters relating to the safety or health of persons in the workplace.
11. Liaise with the employees regarding matters concerning the safety or health of persons in the workplace.
12. Refer matters to WorkSafe WA if they consider a matter to be unresolved.

**E. All Staff will:**

1. Take reasonable care for the health, safety and welfare of themselves and others at KSCS, including students.
2. Follow the employer's safety and health instructions.
3. Co-operate with the administration and WHS Sub-committee for Health, Safety and Welfare ensuring a safe, healthy working environment.
4. Utilise personal protective clothing and equipment where appropriate (i.e., as intended or directed).
5. Take care of and appropriately maintain equipment.
6. Report suspected or actual hazards to the SH representative and/or Principal.
7. Respond to Maintenance Requests applicable to their role.
8. Immediately report work-related injuries or near miss or concerning incidents to the Principal and SH representative and complete requisite paperwork.
9. Co-operate with the Principal in the development and delivery of return-to-work and support programs in occupational rehabilitation.

## **F. Parents/Volunteers**

1. Take reasonable care for the health, safety and welfare of themselves and others at KSCS, including students.
2. Report suspected or actual hazards to the SH representative and/or Principal.
3. Know safety and hygiene procedures to be applied during completing task.

## **Related Legislation**

- A. Australia New Zealand Food Standards Code
- B. Disability and Discrimination Act 1992 (Cth)
- C. Food Act 2008
- D. Food Regulations 2009
- E. Occupational Safety and Health Act 1984
- F. Occupational Safety and Health Regulations 1996
- G. School Education Act 1999
- H. School Education Regulations 2000
- I. Workers' Compensations and Injury Management Act 1981
- J. Work Health and Safety Act 2020 (WA)
- K. Work Health and Safety (General) Regulations 2022

## **Related Kerry Street Documentation**

- A. Procedures and Forms including:
  1. WHS Management Plan
  2. SH Representative (SHR)
  3. WHS Committee
  4. WHS Guidelines
  5. Incidental Find Safe Work Procedure
  6. Asbestos Removal Flowchart
  7. Mowing and Slashing Safe Work Procedure
  8. Reporting Procedures
  9. Injury Management and Workers Compensation Guidelines
  10. KSCS Testing and Tagging Schedule
  11. KSCS Internal Grounds Checklist
  12. KSCS External Grounds Checklist
  13. WHS Report Form
  14. Asbestos Register
  15. Job Hazard Analysis Template

**B.** Policies including:

1. Building and Grounds Policy
2. Bushfire Policy
3. Critical Incident Policy
4. Duty of Care Policy
5. Emergency Response Procedures Policy
6. Food and Nutrition Policy
7. Human Resource Management Policy
8. Illness, First Aid and Medication Policy
9. Records Management Policy
10. Risk Management Policy
11. Tree Climbing Policy

**C.** Hazards Maintenance Request Form

**D.** Kerry Street Community School Emergency Management Plan (EMP)

**E.** Kerry Street Community School Critical Incident Management Plan (CIMP)

**F.** Kerry Street Community School Risk Register

## References and Resources

**A.** [WorkSafe](#) – Government of Western Australia

**B.** [Industry Checklist - Education](#) - Government of Western Australia

## Contact Person

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

## Breaches of this Policy

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

Penalties for a breach of duty imposed by the Act range from WorkSafe accepting a written undertaking to substantial fines and prison sentences.

## 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
- F.** Reviewed April 2021
- G.** Reviewed November 2022



H. To be reviewed S2 2025

## Revision History

Date	Revision	Detail
February 2020	V.2	Minor edits/updates. Title change from OH&S to WHS (Workplace Health and Safety).
May 2021	V.2.1	Minor updates to policy list. Procedures developed.
November 2022	V.3	Policy updated to align with 2022 Act update.