



## WORK HEALTH AND SAFETY

This statement is the recommended WHS Policy and Procedures for The Joseph Varga School staff, management and workers or contractors associated with the school.

### WORK HEALTH AND SAFETY STATEMENT

#### 1. Introduction

Work Health and Safety (**WHS**) is of fundamental importance to the Joseph Varga School (JVS).

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

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

#### 2. The School's Responsibilities

The JVS 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) assess and monitor the current standard and state of repair of facilities. Taking into account the requirements of: **The Explosives Act (2003)** as well as **The Work Health & Safety Act and Regulations (2011)**;
- c) that the health and safety of others is not put at risk from work carried out as part of the business or undertaking;
- d) identify any hazards in the workplace that may be a risk to health and safety and eliminating or minimising those hazards; and
- e) consult with its workers about health and safety issues in the workplace (**see attached 3.12.8 POLICY & PROCEDURE: Health and Safety Representatives, Health & Safety Consultation**).

#### 3. Employees Responsibilities

Employees 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 their co-workers, students, parents or other persons that they may come into contact with at work.

Employees 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 about 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) reporting the current standard of state of repairs of the facilities to the WHS committee as per the school's protocols.
- f) participating in WHS training;
- g) participating in WHS consultation;
- h) 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
- i) generally cooperating with the school as required to enable compliance with the law.

#### **4. Reporting Safety Issues**

All accidents, injuries and potential safety hazards must be reported immediately to the Work, Health, and Safety Committee Chairman or the Principal or both.

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 an employee sustains an injury or illness at work it is required to be recorded in the Injury and Illness Register immediately on a staff member 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 Injuries is kept by the Chairman of the WHS committee (blue WHS registers' box).

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.

#### **5. General**

This 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 the Principal or the Chairman of the WHS committee.

#### **6. The Work, Health & Safety (WHS) Committee**

WHS Committee will complete its assigned tasks while adhering to the following guidelines:

- The committee consists of one member of the senior management team and designated teaching staff.
- Fortnightly meetings are to be arranged on a consistent day/time that is convenient for members, in which to complete their designated responsibility for the health and safety of the school, the students, and the staff.
- The Work, Health & Safety Committee has a Chairman who is responsible for the following:
  - Ask staff to establish any WHS related items to be placed on the agenda.

- Set the agenda for weekly meetings which is then distributed at least a day before a WHS meeting.
  - Make a determination or roster members on to take minutes for each WHS meeting.
  - In preparation for each meeting, collect the following sources of information:
    - Duty Incident Register
    - Classroom Incident Registers
    - Maintenance Book
    - Register of Near Misses
    - Safety Management Book
    - Injury and Illness Register
  - Lead discussions about the allocation of tasks and ensure members are adhering to the agenda.
  - Discuss findings/recommendations with Principal.
  - Report back to staff meetings regarding any findings, changes to be made to policies and/or procedures with regards to WHS and risk management.
- The Agenda should include the following subheadings:
    - Completion of Former actions
    - Hazard & Incident Register analysis
    - Risk Assessments for upcoming events
    - Actions to be taken (based on current data)
    - Review of WHS and related Policies/Procedures
    - Recommendations to the Principal
- All registers except classroom Incident Registers are to be kept in the Blue Box entitled 'Hazards & Incidents' in the Principal's office.
  - All Risk assessment templates are to be kept in the WHS Folder on the school server.
  - Minutes should be placed on the server in the WHS folder by the minute taker, and distributed to committee members and the Principal within a day after the meeting.

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