

# **ST EUPHEMIA COLLEGE**

**K-12**



## **WORK HEALTH AND SAFETY POLICY 2014**

## **1. Policy Statement**

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

The School is considered to be a 'Person Conducting a Business or Undertaking' (PCBU).

The 'Regulator' refers to a contact in WorkCover - NSW Government.

The Policy summarises obligations imposed by WHS legislation on the School and on workers (including employees, contractors and volunteers). This Policy is not intended to go beyond the legislation.

Maintaining a safe work environment requires everyone's continuous cooperation. It is a partnership between staff, contractors, volunteers and the School. Staff are individually responsible to protect their own health and safety and the health and safety of other staff, contractors and volunteers by working in compliance with the law and with safe work practices.

This Policy must be read with the attached documents:

- Appendix 1 - (for employees) General Work Health and Safety Checklist
- Appendix 2 - (for the Board of Governors and School Executive) Work Health and Safety Information Sheet.

## **2. The School's Responsibilities**

The School's responsibilities under legislation regarding WHS may include doing everything reasonably practicable to ensure the health and safety:

- of staff
- of 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
- of contractors and volunteers who are at work in the business or undertaking
- of others and that they are not put at risk from work carried out as part of the business or undertaking
- by identifying any hazards in the workplace and eliminating or minimising those hazards
- by consulting with its workers about health and safety issues in the workplace.

## **3. Staff Responsibilities**

Staff have a responsibility under WHS legislation to take care of their own health and safety at work. Staff also have a responsibility to ensure that their activities do not adversely affect the health and safety of other persons – eg your co-workers, students, parents, caregivers or other persons that you may come into contact with at work.

Staff must cooperate with the School to ensure that the workplace is safe and risk free. This includes:

- complying with all policies and procedures in place to protect staff health and safety at work
- complying with all reasonable instructions from the Board of Governors and School Executives in relation to health and safety issues at work
- ensuring that they know how to use equipment safely and appropriately

- appropriately using personal protective equipment provided by the School
- participating in WHS training
- participating in WHS consultation
- 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)
- 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 Principal/Delegated Authority and Supervisor.

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

If Staff sustain an injury or illness at work you are required to record this in the Record of Injuries immediately. 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 School Secretaries in the Front Office.

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. Policy Review**

This Policy will be reviewed as required.