

# **Work Health & Safety Policy**

**Document Number: WH&S 023 003 Ver 1**

## POLICY OWNER: Human Resources

**PURPOSE:**

To ensure, so far as is reasonably practicable, that all employees and other persons are protected against harm to their health and safety whilst at work. This will be achieved by adopting a practice of risk assessment together with reviews and audits of safety management systems. Commitment to these fundamental principles will ensure continuous improvement of the School's health and safety systems and practices.

**SCOPE:**

This policy applies to all Staff employed by St. Peter's College, contractors engaged to work on school grounds, sub-contractors, volunteers, students and all visitors to the School.

**REFERENCES:**

- Work Health & Safety Act 2012,
- Work Health & Safety Regulations 2012,
- Workers Rehabilitation & Compensation Act 1986, as amended

**POLICY:**

The School and its Officers are committed to taking all reasonable steps to provide a duty of care to all employees, students, contractors and visitors aimed at keeping them free from injury and ill health.

In particular, the School, as the person conducting a business or undertaking (PCBU), is committed to meeting the standards required by the Work Health & Safety Act (2011), the Work Health & Safety Regulations (2011), the Workers Rehabilitation and Compensation Act (1986), and their Regulations, Schedules, Associated Standards, and Approved Codes of Practice and by Common Law.

**OBJECTIVES:**

Health and Safety issues are to be given due and equal consideration in regard to all areas of the School's operations.

By adopting this policy, the School (PCBU) will ensure, so far as is reasonably practicable; -

- the provision and maintenance of a safe work environment without risks to health; and
- the provision and maintenance of plant, structures and systems of work that are safe and do not pose health risks; and
- the provision and maintenance of safe systems of work; and
- the safe use, handling, storage and transport of plant, structure and

substances; and

- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertakings, including ensuring access to those facilities; and
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risk to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

## **STRATEGIES:**

The School acknowledges the need to manage Health & Safety through effective policy development, programs and action plans. The aims of this policy will be achieved by the implementation of the following strategies;

- compliance with legislation, standards and relevant codes of practice;
- development and dissemination of clear work health & safety roles and responsibilities for all parties;
- establishment of mechanisms to facilitate continuing consultation between employer and employee representatives of work health and safety, claims management and rehabilitation matters;
- appropriate ongoing H&S training, instruction and information for managers, supervisors and employees;
- control of hazard and risks by the application of a risk assessment process;

## **ROLES AND RESPONSIBILITIES:**

An Officer under the Work Health & Safety Act means: -

### **DEFINITION OF OFFICERS:**

- (a) an officer within the meaning of section 9 of the Corporations Act 2001 of the Commonwealth other than a partner in a partnership; or
- (b) an officer of the Crown within the meaning of section 247; or
- (c) an officer of a public authority within the meaning of section 252, other than an elected member of a local authority acting in that capacity.

Section 9 of the Corporations Act 2001 of the Commonwealth defines Officers as:

- (a) a director or secretary of the corporation; or
- (b) a person:
  - (i) who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or
  - (ii) who has the capacity to affect significantly the corporation's financial standing; or
  - (iii) in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors or the corporation); or

- (c) a receiver, or receiver and manager, of the property of the corporation; or
- (d) an administrator of the corporation; or
- (e) an administrator of a deed of company arrangement executed by the corporation; or
- (f) a liquidator of the corporation; or
- (g) a trustee or other person administering a compromise or arrangement made between the corporation and someone else.

The School's Council of Governors, the Headmaster, members of the Senior Leadership Team are all deemed "Officers" pursuant to the Work Health & Safety Act. Other persons that make or participate in making decisions that affect the whole or a substantial part of a business may also be deemed "Officers" under the Act.

**DEEMED OFFICERS:**

Officers assume the responsibility of the employer to provide a healthy and safe system of work for employees, contractors, sub-contractors, volunteers, visitors and students. This includes:

- the provision of adequate resources to meet health and safety aims and objectives; and
- the maintenance of an appropriate organisation structure including delegated authority to enable this policy to be effectively implemented.

An Officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.

Due Diligence includes taking reasonable steps –

- (a) acquire and keep up-to-date knowledge of work health and safety matters; and
- (b) understand the operations being carried out by the PCBU in which they are employed, and the hazards and risks associated with the operations;
- (c) ensure that the PCBU has, and uses, appropriate resources and processes to eliminate or minimise health and safety risks arising from work being done;
- (d) ensure that the PCBU has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks;
- (e) ensure that the PCBU has, and uses, processes for complying with duties or obligations under the model WHS Act.

**HUMAN RESOURCE CO-ORDINATOR:**

The School's Human Resources Coordinator is responsible for the day to day coordination of the School's Work Health & Safety Program and is to assist staff on issues relating to health and safety. The Human Resource Co-ordinator

reports directly to the Director of Human Resources.

**SUPERVISORY STAFF:**

Supervisory Staff (Line Managers) are responsible for the health and safety of the staff they supervise, other members of staff, members of the public, contractors and sub-contractors and others who are within their area of responsibility. Their responsibility includes:-

- implementation of the School's Work Health and Safety Policy and related policies and programs within their area of responsibility;
- consultation with staff on issues which may affect their health and safety and that of other staff.

**THE WORK HEALTH & SAFETY COMMITTEE:**

The Work Health and Safety Committee is an important structure which enables consultation to occur between management and staff on health and safety issues within the School and so improve the health and safety of all persons at St Peter's College.

- The St Peter's College Work Health and Safety Committee will meet regularly and make recommendations to the Senior Leadership Team on health and safety matters.
- The Work Health & Safety Committee will act in accordance with the objectives laid out in School's Terms of Reference - WHS Committee.
- Appropriate ongoing training will be provided for committee members.
- Minutes of the committee meetings shall be made available to all staff.

**STAFF (WORKERS):**

The School requires all staff to be familiar with potential hazards and to observe safe working practices and make every effort to minimize the risk of injury to themselves and others.

The School requires all staff to understand and adhere to their legal requirements which include their responsibility to:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- (d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

**DUTIES OF OTHER**

A person at a workplace (whether or not the person has another duty under this

**PERSONS AT THE WORKPLACE:**

Part) must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

**ACCOUNTABILITY:**

All staff will be held accountable for their responsibilities assigned under this and related policy documents. A failure to comply with legal requirements and specific instructions related to health and safety, or the School's health and safety practice and procedures may result in immediate removal from School premises, or such other action as may be appropriate.

**CONSULTATION:**

The purpose of consultation is to share relevant information about WHS with employees and to give employees the opportunity to express their views and to contribute in a timely fashion to the resolution of WHS issues in the workplace.

**Management consultation**

The primary method of consultation is direct discussion between Supervisors (Line Managers) and their staff. Consultation at this level is fundamental to the successful management of WHS risks.

Consultation on WHS issues must be meaningful and effective to allow each member of staff to contribute to decisions that may affect their health, safety and wellbeing at work.

Each Manager and Supervisor is required to consult with their staff whenever:

- the risks associated with workplace activities are being assessed and decisions are being made about the control of these risks;
- changes are proposed to the facilities, equipment, substances or systems of work;
- procedures for monitoring risks are introduced or altered;
- decisions are made about the adequacy of facilities for the wellbeing of staff.

**COMMUNICATION:**

The Director of Human Resources, via the HR Co-ordinator is responsible for promulgating this policy. The policy is to be implemented through policy statements, procedures and arrangements established under the Schools health and safety program.

**POLICY REVIEW:**

The Work Health & Safety Policy will be reviewed at least every three years in consultation with staff using established consultative mechanisms, and revised as necessary to keep up to date with changes in legislation, circumstances and / or organisational change.

**POLICY IMPLEMENTATION:**

This policy is to be implemented through policy statements, procedures and

**DISSEMINATION OF  
POLICY:**

arrangements established under the Schools health and safety program.

A copy of this policy will be available to staff via Keystone. The intent of this policy will be explained to every new employee during their induction.

**REVIEW:**

This policy will be reviewed at least every three years in consultation with staff using established consultative mechanisms, and revised as necessary to keep up to date with changes in legislation, circumstances and /or organisational change.