

Tuggerah Public School



Work Health Safety Policy

Last amended: October 2018

Rationale:

- A healthy and safe working environment is vital to the successful functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Work Health and Safety issued within the school.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- Work Health and Safety is a shared responsibility of the School and all staff.
- A Work Health and Safety Committee will be established and it will meet at least monthly consistent with an WHS committee Charter that it develops. The Principal will be members of the WHS committee.
- The WHS committee will communicate openly and freely with all staff. This will include the establishment of a WHS notice-board in the staffroom that will include newsletters, our Agreed WHS Issue Resolution Process, our Consultation and Communication policy, and all other relevant information.
- WHS matters will regularly form part of general staff meeting agendas every Friday morning.
- The WHS committee, principal and appropriate others will conduct regular 'walk through' safety audits and inspections using appropriate checklists and reports will be agendaed for WHS committee to consider and act upon.
- Monthly WHS committee meetings will also include reviews and updates of the WHS activities calendar, reviews of any incidents or hazards reported by staff, and any new training that is required.
- Adequate resourcing will be available to ensure that control plans and recommendations resulting from the WHS committee safety audits, inspections, initiatives or programs can be fully investigated, planned and implemented as appropriate.
- Issues relating to WHS, for example building works being conducted at the school will be communicated to all staff via staff meetings, the daily bulletin, public address announcements etc.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- The required number of first aid trained personnel and first aid equipment will be maintained at all times.
- All accidents and incidents and near misses will be investigated and reported to the WHS committee and any other authorities as appropriate and will be reported through the Hotline on 1800 811 523.
- A formal process of reporting, recording and investigating incidents will be well known, adhered to and maintained. All employees may raise WHS concerns directly with the committee or principal at any time.

- WorkSafe authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the Department of Education Work Health & Safety Unit as required.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- The principal will seek advice from the Department of Education regarding any areas of concern.
- A Classroom Safety Inspection Checklist will be undertaken each year.
- All rooms will display the Fire drill and Lockdown Procedures and drills will be conducted throughout the year.
- Fair Action Fair Warning and the Dignity and respect Charter in the Workplace will be discussed annually and throughout the year if needed.

Evaluation:

- An annual Work Health and Safety review will be conducted in consultation with the principal and nominees from the WHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the WHS notice board and will be included within the report to School P & C and the community.
- This policy will be reviewed as part of the school's three-year review cycle.