



Kindlehill Work Health and Safety Policy

General Policy

In accordance with the *NSW Work Health and Safety Act 2011*, the health and safety of all persons engaged within the school, students, contractors engaged to work at the school, students on work experience, volunteers, and trainees (known as PCBU's: persons conducting a business or undertaking) are considered to be of the utmost importance and hold a duty of care to support health and safety within the school.

The WHS obligation of the PCBUs extend to the site of the school and the school vehicles.

Resources will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health.

Staff will be informed annually of their responsibilities with regards to WHS via the [WHS Statement](#).

Management Responsibility

The promotion and maintenance of work health and safety is primarily the responsibility of the WHS Officer and executive. Management at all levels is required to contribute to the health and safety of all persons in the workplace. To this end, it is the responsibility of the Officer, in consultation with the Work Health Safety Committee, to extend due diligence for WHS and develop, implement and keep under review, in consultation with its employees, the Organisation's WHS Program.

The Business Manager performs the role of school WHS Officer.

Specific Responsibilities

a) WHS Officer and School Executive

The Officer is required to ensure that this policy and the annual WHS Management Plan are developed and effectively implemented in their areas of control, to support PCBU and the school executive, and hold them accountable for their specific responsibilities. Specific obligations of the school executive are outlined in the document [Work Health & Safety Obligations of the School Executive](#).

The WHS Officer will meet with the WHS Committee termly, and will consult with the college weekly and as required.

b) Work Health Safety Committee

The Work Health Safety Committee will work with the Officer to ensure and assist with the implementation of the school WHS Management Plan. The committee will consult together and will support teachers, the executive, and contractors with their specific responsibilities.

Where possible, the WHS Committee will represent all areas of the school body.



c) Teachers

Each teacher is responsible, and will be held accountable, for taking all practical measures to ensure that:

- Risk assessments are prepared and communicated as directed by the WHS Officer and Principal.
- Hazards are reduced, removed or managed in their area of control (classroom, playground supervision, after school supervision, excursions, camps, performances and out of school hours activities) and employees (class assistants) are supervised and trained to meet their requirements;
- Employees are consulted regarding health and safety and any concerns they may have are referred to management.
- Parents are working to reduce, remove or manage hazards where possible.

d) Employees & Parents

All employees are required to cooperate with the WHS Policy, and WHS statement to ensure their own health and safety and the health and safety of others in the workplace.

e) Contractors

All Contractors engaged to perform work on the school's premises or locations are required, as part of their contract, to comply with the work health and safety policies, procedures and programs of the school and to take direction on health and safety from designated officers of the school. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

WHS Consultation Statement

School Commitment

This school will consult our staff on the implementation of safe work practices and procedures to ensure the health, safety and welfare of staff, students, volunteers, parents and contractors. The involvement of our staff is critical for ensuring a safe and healthy school.

WHS Responsibility

WHS is a shared responsibility requiring the co-operation of all members of the school.

The school executive has nominated the Business Manager as Officer, who will work with the nominated WHS Coordinator to implement a WHS and Injury Management System.

Staff Consultation and Communication

WHS should be included each term, on the agenda of staff meetings held at the school. It is the responsibility of the meeting coordinator to refer issues raised and ensure that action is noted in the minutes of the meeting.



Visitors and contractors will be encouraged to notify the administration of issues needing to be addressed.

All staff and contractors will be provided with a safety induction outlining the school's WHS policy and consultation arrangements. The [WHS Statement](#) will be included in employment packs.

Parent Consultation

Parents are advised of WHS changes, updates and requirements each term via the school newsletter and via risk assessments for various activities. Parents are encouraged to communicate WHS issues or comments to the relevant class teacher, administration or WHS Officer.