



Kindlehill School

Work Health Safety Statement

The purpose of this Statement is to summarise the obligations imposed by WHS legislation on the school in accordance with the *NSW Work Health and Safety Act 2011*.

The health and safety of all persons engaged within the school: teachers, staff, 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 PCBU's 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

The **school's responsibilities** under the relevant legislation regarding WHS may include doing everything reasonably practicable to:

- ensure the health and safety of
 - students, parents, students on work experience, volunteers and trainees.
 - workers engaged, or caused to be engaged by the school, and
 - 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
- that the health and safety of others is not put at risk from work carried out as part of the business or undertaking;
- identify any hazards in the workplace that may be a risk to health and safety and eliminating or minimising those hazards; and
- consult with its workers about health and safety issues in the workplace.

Management Responsibilities

The promotion and maintenance of work health and safety is primarily the responsibility of the WHS Officer and Committee. 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.

Your responsibilities

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely effect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.

1. You must cooperate with the school in ensuring that your 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 your health and safety at work;
- b. complying with all reasonable instructions from managers in relation to health and safety issues at work;
- c. ensuring that you know how to use equipment safely and that you use all equipment in the correct manner;
- d. using any personal protective equipment provided to you by the school to protect your safety and ensuring that you use this equipment correctly;
- e. participating in WHS training;
- f. participating in WHS consultation;
- g. 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
- h. generally cooperating with the school as required to enable compliance with the law.

Reporting Safety Issues

All accidents, injuries and potential safety hazards must be reported immediately to the Principal and WHS Officer by way of the School's **Incident, Injury, Trauma and Illness Report** (forms available from the Office). Class teachers must be informed of any incident related to a student in their class, and any hazards in or near their classroom.

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 you sustain an injury or accident at work you are required to record this via the school's **Incident, Injury, Trauma and Illness Report**.

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.

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.

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

All employees are required to cooperate with the 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

Kindlehill will consult 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.

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.