



## WORK HEALTH AND SAFETY POLICY

June 2018

### General statement of policy

Buronga Public School is committed to ensuring that all employees are safe from injury and risks to health at work. This policy has been designed to be congruent with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017.

For further information please refer to the following websites:

<http://www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation>

<https://www.legislation.nsw.gov.au/#/view/act/2011/10>

<https://www.legislation.nsw.gov.au/#/view/regulation/2017/404>

### Policy objectives

- A safe workplace and a safe and healthy working environment.
- Safe systems of work.
- Plant and substances in a safe condition.
- Information, instruction, training and supervision as are necessary to ensure that each employee is safe from injury and risks to health.
- Effective means of consultation with employees and their unions, on all workplace health and safety issues.
- Effective procedures for the identification, assessment and control of occupational hazards.
- Effective injury and illness reporting, recording and investigation.
- Adequate facilities, including access to medical and health services.
- Effective systems for monitoring the health, safety and welfare of employees' working conditions.
- Effective rehabilitation measures for employees who suffer work-related injuries and illness.

## Roles and responsibilities

### Principal's primary duty of care (Persons Conducting Business or Undertaking (PCBU)):

- 1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
  - a) workers engaged, or caused to be engaged by the person, and
  - b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.
- 2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- 3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable:
  - a) the provision and maintenance of a work environment without risks to health and safety, and
  - b) the provision and maintenance of safe plant and structures, and
  - c) the provision and maintenance of safe systems of work, and
  - d) the safe use, handling, and storage of plant, structures and substances, and
  - e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and
  - f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
  - g) 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.

### Duties of workers (DoE personnel)

While at work, a worker 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 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 people at the workplace (contractors, visitors, volunteers and all students)

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

N.B Volunteers are required by DoE to have a current **Working With Children Check**. Please refer to the following website: [www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check](http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check)

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## Workplace Health and Safety Representatives

Health and Safety Representatives are elected to represent staff within the school. Under the Work Health and Safety Act 2011, Health and Safety Representatives have the following powers and functions.

- a) to represent the workers in the work group in matters relating to work health and safety, and
- b) to monitor the measures taken by the person conducting the relevant business or undertaking or that person's representative in compliance with this Act in relation to workers in the work group, and
- c) to investigate complaints from members of the work group relating to work health and safety, and
- d) to inquire into anything that appears to be a risk to the health or safety of workers in the work group, arising from the conduct of the business or undertaking.

## Consultation

Buronga Public School is committed to encouraging consultation and cooperation between management, employees and unions on health and safety issues.

The arrangements in place for this consultation are:

- all meetings are expected to have WHS as a permanent agenda item
- the establishment of the school's Workplace Health and Safety Committee
- the election of a Health and Safety Representative
- the requirement for managers and coordinators to consult with the Workplace Health and Safety Committee on matters affecting the health, safety and welfare of staff under their supervision
- the expectation that employees will bring to the attention of managers, coordinators or committee representatives any hazards in their workplace or matters that adversely affect their health, safety or welfare
- the requirement that the Workplace Health and Safety Committee assist in the formation and dissemination of information that assists employees to identify and resolve workplace hazards and thereby encourages them to consult with their supervisors or elected committee representatives.

## Policy implementation

This policy is to be implemented through the prudent application by all staff according to their stated responsibilities of procedures contained in the school's Workplace Health and Safety Act, 2011. For specific policies, procedures and practices have been provided to address workplace hazards, please refer to the Safework NSW website [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

All staff are required to acquaint themselves of their responsibilities under the Workplace Health and Safety Act, 2012, and be familiar with the following DoE sites, accessible through the [Staff Portal](#):

Health and Safety      [education.nsw.gov.au/inside-the-department/health-and-safety](http://education.nsw.gov.au/inside-the-department/health-and-safety)

e-Safety Training      [esafety.det.nsw.edu.au](http://esafety.det.nsw.edu.au)

## Policy review

The school's Workplace Health and Safety Committee will review this policy on an annual basis and revise as necessary.

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