



WHS POLICY

The primary objective of this plan is to ensure that this campus provides a safe and healthy working environment for all employees, students, volunteers and visitors. This will be achieved through implementing DfE and Work Cover requirements for compliance with the relevant legislation and policy statements.

DfE POLICY STATEMENT

The Department for Education will undertake to:

- Secure the health, safety and welfare of its employees while they are at work
- Eliminate, so far as is reasonably practicable, at their source, risks to the health, safety and welfare of employees while they are at work
- Protect the public against risks to their health and safety arising out of, or in connection with, the activities of DfE employees at work
- Involve employees in issues affecting their health, safety and welfare
- Encourage registered associations to actively promote improvements in occupational health, safety and welfare practices assisting DfE to achieve healthier and safer working environments.

RESPONSIBILITIES:

All Staff

- Identify WHS issues associated with your work and worksite
- Undertake an annual hazard identification audit of your worksite
- Meet legislative requirements when worksite equipment/materials/substances are ordered (particularly in relation to hazardous substances)
- Determine the degree of risk for each identified hazard in consultation with the HSR
- Determine hazard control measures through discussion with HSR and/or Principal and implement where appropriate
- Report all accidents/injuries on ED155 (online)
- Report near misses to WHS Rep. on the sheet provided in the staffroom
- Be familiar with the emergency evacuation procedures and have them prominently displayed
- Participate in WHS training as appropriate

This will be achieved through:

- Reporting all damage/maintenance issues to the grounds person through the reporting sheet in the staffroom
- Undertaking an annual safety audit early in Term 3 (this will be scheduled during staff meetings) ensuring that all purchases/orders are placed using the internal order process and that the flow chart provided is utilised for assessing risk
- Implementing appropriate hazard management procedures in relation to specific tasks or equipment as identified
- Reporting all accidents to self or students using the ed155 (online)
- Record 'near misses' on the sheet provided in the staffroom

Worksite WHS Committee:

The role of the WHS Committee is to:

- Help resolve problems relating to health and safety issues which arise in the work place
- Consult with the employer on changes to policy, procedures and practices which affect health and safety
- Assist in formulating, reviewing and disseminating procedures and practices to be followed in the work place

Workplace Health and Safety representatives:

- Carry out inspection of the workplace as a routine or preventative measure
- In the event of an accident or dangerous occurrence, immediately inspect the location to assess risk to any person
- If a dangerous situation exists, issue default notices and/or direct work to cease
- Accompany the department for industrial affairs (DIA) inspector during a visit to the workplace
- Investigate complaints relating to health and safety made by employees
- Accompany employees, if requested, to interviews with DIA inspectors or employers about health and safety issues
- Make representations to management on any matter that is related to the issues of health, safety and welfare at the workplace

Grounds person:

- Management of building and grounds maintenance
- Liaise with facilities manager and relevant contractors
- Oversee contract work in progress

Principal:

- Manage training and development and induction
- Prepare of minor & capital works submissions
- Ensure that a WHS Rep is elected as appropriate
- Convene the WHS committee
- Develop, monitor and review of the WHS management plan
- Consult with staff in relation to WHS issues
- Monitor and review asbestos register

OTHER RESPONSIBILITIES:

Front Office Staff:

- Maintain Visitors Book
- Provide WHS information to visitors/contractors (including Asbestos Register). In some instance they may be referred to the Grounds person for specific information

First Aid:

- Maintain first aid facilities
- Provide basic first aid as required
- Maintain records of first aid provided

Fire Wardens:

- Liaise with WHS Rep re: Emergency Evacuation procedures
- Organise and run Evacuation Drills in consultation with School Admin