

# D6 Health and Safety Policy

## Outcome statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

## Scoping

The board is responsible for ensuring health and safety procedures are developed and implemented. However, employees need to be aware of their responsibilities and comply with the board's health and safety policy and school procedures.

## Delegations

The board delegates to the principal as officer the responsibility to:

- develop and implement health and safety procedures
- ensure employees have the information they need in order to comply with policy and procedures.

## Expectations and limitations

The board will, as far as is reasonably practicable, <sup>(1)</sup> comply with the provisions of legislation dealing with health and safety in the workplace by:

- providing a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the [Sale and Supply of Alcohol Act 2012](#)
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The principal, as officer, has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations <sup>(2)</sup>.
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke-free environment
- ensure a risk analysis management system (RAMS) is in place and carried out
- seek approval for overnight stays/camps/visits attesting first to their compliance with above
- consult with the community every 2 years regarding the health programme being delivered to students
- provide information and training opportunities to employees

- advise the board chair of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
  - cooperate with school health and safety procedures
  - comply with the health and safety legislation and duties of workers
  - ensure their own safety at work
  - promote and contribute to a safety-conscious culture at the school

1. **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

2. These are to:

- know about work health and safety matters and keep up-to-date
- gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
- ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
- ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
- ensure there are processes for complying with any duty and that these are implemented
- verify that these resources and processes are in place and being used.

## Associated Procedures and supporting documentation

Administration of Prescribed Medication Procedure / Forms

Animal Welfare Procedure

Attendance and Truancy Procedure

Behaviour Management Procedure

Bullying Prevention and Response Procedure

BYOD Agreement

Close Circuit Television Procedure

Dealing with Blood and Other Bodily Fluid Procedure

Dealing with Harassment Procedure

Dealing with Sick or injured children Procedure

Education Outside The Classroom (E.O.T.C) Procedures

Emergency Response Procedure

Fire Safety Procedure

Food and Nutrition Procedure

Harmful substances Procedure

Hazard identification Procedure

Health and Safety Process for Workers

Health and Safety Representative Elections

Health and Safety Worker Participation Roles and Responsibilities

Non-custodial parents Procedure

Playground supervision Procedure

Privacy Procedure

Referral to the ChatBus Procedure

Road Patrol Procedure

Road Safety Procedure

School Closure Procedure

School Swimming Pool Procedure

School Swimming Pool - Key Hire Agreement  
Search and Seizure Procedure  
Serious Accident Investigation  
Smoke-free Procedure  
Sun protection Procedure  
Use of Information Communication Technology (ICT) Agreement  
Visitors to the School Procedure  
Working Alone Procedure

Further Guidelines can be found in the Health and Safety Manual. These include:

The Emergency Management Plan  
The Lockdown Plan  
The Pandemic Plan  
Processes for Hazard Management  
Health and Safety Training  
Control Plans  
Processes for Staff Participation

## Legislative compliance

[Health and Safety at Work Act 2015](#)

[Vulnerable Children Act 2014](#)

## Monitoring

Any matters or risks in relation to this policy shall form part of the principal's report to every board meeting, taking care that individual students cannot be identified. Reports will include:

- school culture
- analysis of the accident register
- visitors to the school

The principal will present hazard management, emergency procedure, Chatbus and attendance reports to the Board each term each term.

This policy and related procedures will be reviewed by the Review Committee as per the tri-annual review cycle. Recommendations will be brought to the full Board of Trustees. Guidelines for the review can be found in the review Manual

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| Reviewed: May 2021 | Next review: May 2024 |
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