



LUTHERAN SCHOOL WAGGA WAGGA

POLICY

WORK HEALTH AND SAFETY

1. Aim

Lutheran School Wagga Wagga acknowledges that the health, safety and well-being of people and the provision of a safe working and learning environment are central to the values of School. The School has the intent of complying with the requirements of the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, Workers Compensation Act 1987, Workplace Injury Management and Workers' Compensation Act 1998, and relevant codes of practice.

2. Policy

The School recognises that it is responsible and accountable for ensuring, so far as is reasonably practicable, the health and safety of its workers, students, volunteers and contractors, and other persons with a legal right to be on premises controlled or managed by the School.

3. Objectives

The policy is to be achieved by the systematic management of work health and safety with the aim of:

- 3.1. Providing a positive safety culture through encouraging active participation, provision of information, consultation and cooperation of all workers, their representatives, and other stakeholders to promote and develop measures to improve health and safety at School.
- 3.2. Implementing and maintaining safe systems of work with WHS procedures and guidelines for; providing and maintaining safe plant, structures, equipment and facilities; access to adequate facilities for the welfare at work of workers; and the safe handling and storage of plant, structures and substances.
- 3.3. Applying a systematic approach to identify, and assess all existing or foreseeable workplace hazards, then eliminate the hazard, or develop strategies to control risks arising from a hazard that cannot, for practical reasons, be eliminated.
- 3.4. Promoting dignity and respect in the School workplace and take action to prevent and respond to bullying in its workplaces.
- 3.5. Supporting and promoting health and wellbeing.
- 3.6. Providing appropriate information, training and instruction to facilitate safe and productive work and learning environments.
- 3.7. Encouraging workers to report, at the earliest opportunity and without prejudice to any worker, any suspected workplace hazard, risk, and/or work related incident, injury or illness that may affect or has affected themselves or others.
- 3.8. Development and maintenance of an appropriate workplace incident/injury reporting system to manage the incident, prevent further incidents, and provide support where required.
- 3.9. Conducting an investigation of incidents, and circumstances, that may either expose any person to the risk of injury or illness, or result in injury or illness and take appropriate action to prevent further incidents from occurring.
- 3.10. Providing return to work programs to facilitate safe and durable return to work for injured workers as the earliest possible opportunity in line with the Workers Compensation legislation requirements.
- 3.11. Provision of documented emergency management procedures which are regularly practised.
- 3.12. Reviewing or developing a purchasing procedure in relation to plant, goods, materials, and services purchased for or provided to School workplace that may affect the health and safety of workers and/or other persons.

- 3.13. Establishing appropriate levels of responsibility and accountability for our workers, consistent with their position within the organisation to meet the policy objectives. This should include expectations that contractors, visitors, and volunteers to comply with any directions, or reasonably notified policy or procedures.
- 3.14. Adopt a preventative and strategic approach to health and safety and use measurable objectives and targets to monitor and continuously improve the WHS Management system.

4. Responsibilities

4.1. Chairperson/Board

- 1.1.1. Approval of the Work Health and Safety Policy;
- 1.1.2. Review overall organisational health and safety performance;
- 1.1.3. Review serious injuries/incidents and monitor corrective actions;
- 1.1.4. Review health and safety performance of school management;
- 1.1.5. Ensure organisational compliance with health and safety legislation; and
- 1.1.6. Ensure resources are made available for health and safety.

4.2. Principal

- 4.2.1. Ensure that the WHS Policy, procedures and legislative requirements are implemented;
- 4.2.2. Monitor health and safety performance;
- 4.2.3. Ensure consultation mechanisms are in place;
- 4.2.4. Participate, where required, in the resolution of safety issues;
- 4.2.5. Ensure injuries/incidents are investigated and review the recommended corrective and preventative actions;
- 4.2.6. Ensure practices are in place to monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found;
- 4.2.7. Ensure all workers are inducted and receive regular training as required to perform jobs safely; and
- 4.2.8. Facilitate the rehabilitation of injured workers.

4.3. Workers will:

- 4.3.1. Take reasonable care for their own health and safety while at work;
- 4.3.2. Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- 4.3.3. Cooperate with any reasonable policy or procedure of the school in relation to health or safety in the workplace;
- 4.3.4. Report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- 4.3.5. Attend and participate in any training or in-service seminars arranged by the school to support the objectives of this Policy; and
- 4.3.6. Engage openly with school personnel in any consultation on WHS issues, or information, brought to their attention, to assist the school.

4.4. Other Persons at the workplace will:

- 4.4.1. Take reasonable care for his or her own health and safety;
- 4.4.2. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- 4.4.3. Comply, so far as the person is reasonably able, with any reasonable instruction that is given by the school'.

5. Consultation

The School has in place consultation mechanisms, and will have in place meetings such as; health and safety representative, health and safety committee or other agreed arrangements with the staff. These mechanisms will be agreed with staff to ensure opportunity for communication on health and safety matters.

6. Policy Review

The policy shall be reviewed every three years, or in the event of any information, incident, injury, or illness that would demonstrate the need for a review, or resulting from any legislative or organisational change that would warrant a review.