



## Durack School Work Health and Safety Policy

### **Rationale:**

- A healthy and safe working environment is vital to the welfare of students, staff and school community members. Promotion and maintenance of a safe working environment is a responsibility shared by all.

### **Aims:**

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Work Health and Safety issues within the school.
- To create a team approach to health and safety issues.

### **Implementation:**

- Work Health and Safety is the shared responsibility of **all** staff.
- A Work Health and Safety Committee is established and will meet at least once per term. The WH&S Committee to include the Principal or Assistant Principal, Maintenance Officer and Administration Manager.
- Adequate resourcing will be available as far as is possible to ensure that the workplace meets the appropriate Work Health and Safety standards.
- Duties re WH&S are built into job descriptions and duty statements
- All staff will be inducted in WH&S procedures at the beginning of the year or on commencement at the school.
- The Maintenance Officer and Administration Manager will conduct safety audits completing the WH&S checklists on a monthly, quarterly and annual basis as specified, and compile reports for WH&S committee to act upon.
- Issues relating to WH&S, for example building works being conducted at the school, will be communicated to all staff.
- WH&S will be included as a regular agenda item for whole staff meetings.
- The required number of First Aid trained personnel will be maintained at all times. This is the Administration Manager's responsibility.
- Regulations relating to the correct use of equipment and substances will be communicated to relevant staff and adhered to.
- A formal process of reporting, recording and investigating incidents will be adhered to and maintained.
- Any Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the Department of Education, Employment and Training.

### **Evaluation:**

- An annual Work Health and Safety review will be conducted by the WH&S committee or after any serious incident.
- The outcomes of this review will be included within the Finance and Facilities Committee's report to School Council and the community. This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified by School Council on 11 September 2012