

Work Health and Safety Policy

Introduction

Everyone at Child Side School has a responsibility for work safety and health – staff, parents, children, visitors etc. Everyone is required to take 'reasonable care' of their own safety and health and to avoid harming the safety and health of other people through any act or omission at school.

Scope and Application

This policy applies to all employees, parents, children, volunteers, practicum students, contractors and visitors of Child Side School. This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

The use of the word child/children in this policy refers to students in the context of the school environment.

Related Legislation/Guidelines

- Work Health & Safety Act (2020)

Related Policies

The following policies, procedures and guidelines are separate and specific policies which still come under the umbrella of "Work Health and Safety" but needed to be formulated as separate policies for clarity of understanding and implementation.

- Duty of Care Policy
- Managing Children's Behaviour Policy
- Child Protection Policy
- Bullying Behaviour
- Emergency Action Policy
- Asthma Care Policy
- Nutrition, Health and Hygiene Policy
- School Incursions Policy
- School Excursions Policy
- Playground Supervision Policy
- Sickness and Accident Policy
- Sun Protection Policy
- Staff Induction Process
- Staff Mentoring Process
- Staff Dialogue Process
- Staff Reflection and Development Process
- Access to Students Procedure
- Building and Grounds Maintenance Procedures
- Snake Safety Plan

Related Documents:

Document	Location
Safety Inspection Checklists	S:Drive Administration Assistant
Maintenance Log	Maintenance file - administration office
Accidents/Incident form	Accidents/Incidence file – locked cabinet administration office
Accidents/Incident books	Each cluster and administration office
Critical Incident Form	https://www.education.wa.edu.au/search?q=critical%20incident%20form#_ws_search
Third Party Declaration Form	Contracts file administration office
Risk Management Register	S:Drive Administrator/Business Manager GC document
Certificates of Currency	Contracts file

Definitions

Practicable is defined in section 3(1) of the Act:

“Practicable” means reasonably practicable having regards, where the context permits, to:

- a) The severity of any potential injury or harm to health that may be involved, and the degree of risk of it occurring
- b) The state of knowledge about:
 - i) the injury or harm to health referred to in paragraph (a);
 - ii) the risk of that injury or harm to health occurring.
 - iii) means of removing or mitigating the risk or mitigating the potential injury or harm to health.
- (c) The availability, suitability, and the cost of the means referred to in paragraph (b) (iii).

“PCBU” means Person in Control of a Business or Undertaking including: individuals, corporation, association or business

An **“Officer”** means a member of school council, principals, senior managers of school ; decisions makers.

Policy Statement

The school is responsible for providing and maintaining a safe working environment based on what is practicable for the workplace whereby people are not exposed to hazards. This includes:

- Providing and maintaining the grounds and buildings so that they do not expose people to hazards:
 - Workplace inspections carried out regularly (morning boundary walks by Administrator, room inspections at staff dialogue and school development days)
 - Maintenance calendar and file maintained by Administrator
- Providing information, instruction, training and supervision so that staff can perform their work safely:
 - Staff member nominated as Health and Safety Representative in the school.
 - Monthly workplace safety inspections, recorded and corrective actions taken and reported on
 - In any contracts entered into with third parties by the school (builders, provision of instruction), the third party is informed that they are expected to comply with their obligations in regard to work health and safety through the ‘Third Party Declaration’ form.

- Consult with staff, parents, children regarding work health and safety at the school (staff dialogue, Governing Council, class meetings, daily incidental dialogue)
 - Staff can access work health and safety information at the Worksafe Library (9327 8777) or at www.worksafe.wa.gov.au.
 - Staff are consulted about policy amendments through staff dialogue
 - The Governing Council are involved in the policy development process and are required to ratify any amendments to the policy
 - The Governing Council are informed of any reportable incidents and actions needing to be taken at the first meeting following a reportable incident
- When the school (as employer) receives a report of a hazard or injury it must investigate the matter within a reasonable timeframe and determine what action needs to take place and notify the person lodging the report of the action taken.
 - Minor accidents are recorded in the Accident Book located in each cluster (ECC,MCC,YAC).
 - Notification of serious Injury needs to be made to the Commissioner for Work Health and Safety. (Fractures to skull, broken arm or leg bones (but not hands or feet). Form available in Accidents and Incidents file in located in locked cabinet in administration office. Governing Council also informed.
 - Hazards are photographed and posted in Maintenance on the communications app they are then recorded on maintenance log for action and reported on in Risk Management Register.

Liability of Officers & Due Diligence

Officers have a duty to exercise reasonably practicable "due diligence".

Due diligence includes;

- Acquire and keep up to date knowledge of work health and safety matters
- Gain an understanding of the nature of the operations and hazards of operating the school, know associated risks
- Ensure PCBU has available for use and uses appropriate resources and processes to eliminate risks eg policy
- Ensure PCBU has appropriate processes for receiving and considering information regarding incidents, hazards etc (risk register, process for reporting incidents, policy)
- Ensure PCBU has and implements processes for complying with duty or obligation
- To verify the provision and use of resources and processes, involving consultation and coordination of the activities of all persons who have reciprocal obligations.

Note: the incorporated association holds the legal responsibilities and accountabilities for the school not the individual members of the association.

Version Management

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