



St Saviour's Primary School Work Health and Safety Policy

(June 2014)

VISION STATEMENT

St Saviour's Primary School is an educational community living out Mercy values each day.

Our Vision is:-

- That each child is valued and respected.
- That each child's giftedness is recognised.
- That each child's potential is realised.
- That each member of the school community strives for goodness.

RATIONALE

St Saviour's Primary School is obligated under the Queensland *Work Health and Safety Bill 2011* (hereon referred to as the WH&S Act) to ensure the health and safety of each member of the school and wider community whilst at school or engaged in school activities. Additionally, it is obligated to ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the school's undertaking. This duty applies even if the risk arises away from the school, such as on excursions or camps.

The WH&S Act and the Queensland *Electrical Safety Act 2002* along with the associated Regulations set out the key principles that underpin workplace health and safety in Queensland. Understanding these principles is the key to understanding the legal requirements that apply to workplace health and safety in Queensland schools. These principles are summarised below:

- All people – workers (staff, contractors, and volunteers), students and the general public – should have the highest level of protection against risks to health and safety.
- Those who are in control of workplaces are responsible for ensuring that risk of injury or illness from a workplace is minimised as reasonably practicable.
- Employers should be proactive in promoting health and safety in the workplace.
- Information and ideas about risks and how to control them should be shared between employers and workers.
- Workers are entitled – and should be encouraged – to be represented in relation to health and safety issues.

The Queensland *Electrical Safety Act 2002* aims to prevent people from being killed or injured and property from being destroyed or damaged by electricity. It applies in workplaces, throughout the community, including schools.

VALUES

St Saviour's Primary School values a safe, caring environment. The school community has the expectation that people who come into the school, will go home at the end of the day as healthy as they arrived. We value modelling healthy and safety in the workplace for our students. This Work Health & Safety Policy seeks to promote the values and attitudes of respect, responsibility, responsiveness and resourcefulness.

POLICY STATEMENT

St Saviour's Primary School, as its primary duty of care, will ensure so far as is reasonably practicable, the health and safety of each member of the school and wider community, and will comply with current and relevant legislation.

DESIRABLE CONSEQUENCES

St Saviour's Primary School will take reasonable steps:

- To acquire, and keep current, knowledge of work health and safety matters.
- To understand the school's operations and the hazards and risks associated with those operations.
- To ensure that the school has available, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the school's undertaking.
- To have appropriate processes for receiving and processing information regarding incidents, hazards and risks, and for responding in a timely way to that information.
- To have, and to implement, processes for complying with any duty or obligation of the school's undertaking under the WH&S Act. These include:
 - Reporting notifiable incidents
 - Consulting with workers
 - Ensuring compliance with notices issued under the WH&S Act
 - Ensuring the provision of training and instruction to workers about work health and safety
 - Ensuring that health and safety representatives receive their entitlements to training, and
 - Verifying the provision and use of the resources and processes.

Principal and Staff Responsibilities:

Key leadership responsibilities for workplace health and safety include:

- Ensuring the welfare of all in the school community whilst at school.
- Making decisions on workplace health and safety in consultation with the OH&S Coordinator and staff.
- Ensuring that risks in the school (e.g. manual tasks, hazardous substances) are controlled.
- Purchasing safe equipment that does not involve hazards and risks.
- Keeping school buildings and grounds safe.

- Liaising with building designers to ensure that new buildings and renovations and alterations to existing buildings do not pose risks to staff and students (i.e. eliminating risks through good design).
- Addressing issues raised by OH&S Coordinator.
- Notifying the regulator immediately after becoming aware of a notifiable incident arising out of the conduct of the school's undertaking.

Parent Responsibilities:

- Cooperate with any reasonable policy or procedure of the person conducting the school's undertaking relating to health or safety at the workplace.
- Take reasonable care for their own health and safety, and for the health and safety of other persons.

Student Responsibilities:

- Take reasonable care for their health and safety, and for the health and safety of other persons.
- Cooperate with any reasonable policy or procedure of the person conducting the school's undertaking relating to health or safety at the workplace.

DEFINITIONS:

Reference to 'Parents' in this Policy includes Guardians and Caregivers.

REVIEW HISTORY:

Date	Event	Changes / Comments
07/2011	Rev00	Initial Publication of Policy
06/2014	Rev01	Minor formatting changes

TO BE REVIEWED: 2015