

# POLICY: WORK HEALTH & SAFETY

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## 1. Rationale

St Michael's School is committed to providing a healthy and safe school and facilities for all pupils, teachers, parents, volunteers, visitors and contractors.

The health and safety of all persons in a workplace is a shared obligation and responsibility between Catholic Education Diocese of Parramatta (CEDP), employees and other persons who visit the site.

## 2. Aims and objectives

- 2.1. Raise awareness of safety issues among all school employees, students, volunteers and contractors.
- 2.2. Work co-operatively to provide a safe environment at St Michael's which will minimise the risk of illness, accidents and injuries.
- 2.3. Address the issues of accident prevention and control, hazard control and rehabilitation as priorities.
- 2.4. Comply with the Work Health & Safety Act 2011 and CEDP policies, procedures and guidelines.

## 3. Responsibilities and accountability

CEDP and the Principal have the following responsibilities:

- 3.1. Ensure the health and safety of employees and others in the workplace.
- 3.2. Integrate and promote work health and safety into all aspects of the school, as a normal component of teaching.
- 3.3. Plan, develop, implement and monitor the work health and safety program.
- 3.4. Provide the relevant work health and safety information to staff.
- 3.5. Take effective action to provide and maintain a healthy and safe school.
- 3.6. Ensure that all staff complete the online work health and safety tutorials.

## 4. Role of the staff at St Michael's

- 4.1. Promote a safe working environment and safe systems of work.
- 4.2. Perform all work duties in a manner which ensures their own health and safety, as well as that of all other workers and other persons who may be affected by the work performed.
- 4.3. Report any unsafe equipment or work hazard that might pose a risk to work health and safety to the Principal or other authorised staff member.
- 4.4. Carry out regular workplace inspections informally or formally, on no less than a quarterly basis and whenever necessary.
- 4.5. Consult with members of staff through staff meetings to raise awareness and encourage communication of work health and safety issues.
- 4.6. Ensure that action has been taken to rectify any unsafe situations that have arisen and been reported.
- 4.7. Assist the leadership team in the development, implementation and evaluation of work health and safety policies and procedures.
- 4.8. Participate in review measures taken to make the workplace healthy and safe.
- 4.9. Meet the reporting requirements related to on-the-job accidents, injuries and illnesses.
- 4.10. Participate in relevant health and safety training relevant to their role.
- 4.11. Complete all online work health and safety tutorials when required.
- 4.12. Familiarise themselves with all work health and safety policies and procedures provided by CEDP and St Michael's, to implement them to the best of their ability and to seek clarity from the Principal or other authorised staff member if any aspect is unclear.
- 4.13. To participate in the resolution of any health or safety problem, and where needed follow the WHS Issue Resolution Process outlined by the CEDP located on the staff intranet.

## 4. Evaluation

The policy will be evaluated annually.