



John Colet School

Work Health and Safety Policy

Revision Schedule and Stakeholders

Revision Schedule

Date	Version No.	Changes	By:
15/9/2009	V1.0	Policy creation	Bursar
20/6/2011	V1.1	Change of name to WHS	G Mane & S Fraser
26/03/2015	V1.2	New format and updated	Policy Committee

Stakeholders

Document Owner
Head of School

Document Reviewers
Headmaster
Bursar
Policy Committee

Document Approval			
Name	Version No.	Date	Approved?
Headmaster	V1.0	15/9/09	Yes
Headmaster	V1.1	3/11/2011	Yes
School Executive	V1.2	26/03/2015	Yes
Board of Governors	V1.2	Provisional	

Document Distribution
Staff
Board of Governors
Parents

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Introduction

The Work health and safety (WHS) of all persons employed within the school, students and those visiting the school are considered to be of utmost importance. Resources in line with the importance attached to WHS will be made available to comply with all relevant Acts and Regulations and to ensure that risks to health and safety at the school are identified, assessed and eliminated or controlled.

Management Responsibility

The promotion and maintenance of WHS is primarily the responsibility of school executive. Management at all levels is required to contribute to the health and safety of all persons in the workplace. To this end, it is the responsibility of management to develop, implement and keep under review, in consultation with its employees, the School's Policies and Procedures.

Specific Responsibilities

a) **Board of Governors and School Executive**

Each member of the Board of Governors and the School Executive Committee is required to ensure that the WHS Policies and Procedures of the School are developed and effectively implemented in their areas of control, and to support head teachers/supervisors and hold them accountable for their specific responsibilities.

b) **Head Teachers & supervisors**

Supervisors are those members of staff with responsibility to supervise other staff members. Each first-line supervisor is responsible, and will be held accountable, for taking all practical measures to ensure that:

- Compliance with WHS Policies and Procedures in the area of their control and employees are supervised and trained to meet their requirements under such Policies and Procedures as well;
- Employees are to be consulted on issues which affect their health and safety and any concerns they may have are referred to management.

c) **Teachers & employees and Contractors**

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely effect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.

You must cooperate with the school in ensuring that your workplace is safe and without risk to health. This includes, but is not limited to:

- complying with all policies and procedures in place to protect your health and safety at work;
- complying with all reasonable instructions from managers in relation to health and safety issues at work;
- ensuring that you know how to use equipment safely and that you use all equipment in the correct manner;
- using any personal protective equipment provided to you by the school to protect your safety and ensuring that you use this equipment correctly;
- participating in WHS training;
- participating in WHS consultation;
- reporting all incidents and accidents at the workplace in accordance with this policy. This includes both actual accidents and 'near misses' (that is, where an incident has occurred which had the potential to cause personal injury or damage to school property, even if no injury or damage occurred); and
- generally cooperating with the school as required to enable compliance with the law.

Reporting Safety Issues

All accidents, injuries and potential safety hazards must be reported immediately to your manager and/or the Principal or both.

The school needs to keep a record of all work-related illnesses and/or injuries, no matter how slight, to comply with WHS legislation.

If you sustain an injury or illness at work you are required to record this on the Critical Incident Form immediately on becoming aware of the injury or illness. This applies even if the injury or illness does not require medical attention, because the school aims to ensure that any existing safety hazards are corrected. The Record of Injuries (critical Incident) is kept by the Office Manager and stored in the Office Files.

It is unlawful to discriminate against or victimise any worker because the worker raises an issue or concern about a workplace matter that he or she considers is not safe or is a risk to health.

This Statement summarises some of the rights and obligations which are created by the legislation. This policy is not intended to go beyond the legislation.

Monitoring and Evaluation

All policies are subject to ongoing revisions to reflect changes in legislation and improvements. Policies will be reviewed 2 years from the date of implementation or earlier should a review be warranted.

The Schools policies are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.

Related Policies and Documents

Serious Incidents Policy

Staff Code of Conduct

Unsafe Environment-Action Plan

Critical Incidents Form