



POLICIES

Leschenault Catholic Primary

Topic:	Occupational Health and Safety		
Policy No:	2-C14		
Policy Area:	Stewardship		
Updated:	2016	Date of Review:	2018

RATIONALE

Dignity, safety and well-being of people are central to the Church's teaching. The Catholic Education Commission of Western Australia (CECWA) acknowledges this and recognises that it is obligated under the *Occupational Safety and Health Act (WA) 1984 (the OSH Act)* to ensure the safety and health of all school-based workplace participants. Therefore, Leschenault Catholic Primary endeavours to:

- ensure the safety, health and welfare of all employees, students, their parents, community members and other persons who are legally present on school premises. School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- develop, promote, and maintain a safe and healthy working environment that seeks to minimise the risk of injury or illness for such people.
- create a culture of safety by providing adequate financial, human resources and physical support that precipitates the development, maintenance and promotion of a healthy working environment.

PRINCIPLES

1. According to the provisions of the *OSH Act*, and the *Code of Ethical Conduct*, Leschenault Catholic Primary has a legal and ethical responsibility to put in place procedures and processes to develop, promote and maintain a safe and healthy working environment for all members of staff including teachers, students, their parents, guardians, caregivers, community members and other persons who are legally present on school premises.
2. When engaged in workplace activities, all school employees are required to take reasonable care for their own and all students' health and safety. Further, they have a responsibility to avoid situations and practices that may precipitate danger to the health and safety of others (including acts or omissions).
3. In accordance with the *OSH Act*, an employee may give notice to the employer requiring the election of a safety and health representative. The OSH representative is Sandra Hall.
4. School-based OSH representatives must be elected to their position in accordance with the *OSH Act*.
5. As school-based OSH representatives are not OSH managers, they are not liable for accidents/incidents that occur in the workplace.
6. To meet the consultative requirement of the *OSH Act*, the cycle of continuous improvement inherent in the Australian and New Zealand Standards for Occupational Health and Safety Management Systems: Specification and Guidance for Use [AS/NZS 4801:2001] and in the interests of building a culture of safety. Leschenault CPS has

established and effectively operates a whole-of-school OSH committee, who review accidents and incidents regularly to highlight potential risk areas.

PROCEDURES

Leschenault CPS communicates to staff its own OSH Policy based on the CECWA Policy statement 2-C14 'Occupational Safety and Health in Schools' for all visiting personnel, who are working on school property.

All personnel are required to:

- follow the principal's health and safety instructions
 - appropriately utilise personal high protective clothing and equipment where appropriate (i.e. as intended) Eg. High Visual vests for duty and gloves for bodily fluids.
 - have in possession student's medical status on lanyards to deliver immediate medical emergency response
 - take care of and appropriately maintain equipment
 - report suspected or actual hazards to the OSH representative and/ or principal.
 - immediately report work-related injuries, near miss, or concerning incidents to the OSH representative and/or principal and complete requisite paperwork within 24 hours
 - cooperate with the principal, members of the school leadership team and the OSH representative to enable the employer to execute its obligation under the *OSH Act*
2. Any person employed by the school may request the election of a school-based OSH representative. All employees are eligible to be elected. A person who is elected as an OSH representative is elected for a period up to 2 years and can be re-elected in accordance with the Act.
 3. The OSH representative is entitled to paid time off to attend the compulsory Catholic Education Office training course.
 4. To meet the employer's obligations under the *OSH Act*, the principal shall work collaboratively with the OSH representative to form a whole-of-school OSH committee. At a minimum, the committee should consist of:
 - the principal or a delegated representative (e.g. an Assistant or Deputy Principal)
 - the school-based OSH representative (Sandra Hall)
 - a member(s) of staff (Trudy Milne, Sandra Hall & Michelle Plajzer)
 5. As detailed in the *OSH Act, WorkSafe Guidelines and the AS/NZ Standards 4360:2004 Risk Management and AS/NZ Standards 4801:2001 Occupational Health & Safety Management Systems*, school-based OSH representatives have the following functions:
 - carry out regular workplace inspections and document findings
 - immediately carry out an appropriate investigation of any accident, near miss or concerning incident to any person engaged in work or study at the school premises
 - keep abreast of safety and health information provided by the employer and relevant external bodies (e.g. Work Safe)
 - liaise as necessary with Work Safe, the Department of Industry and Resources and other relevant Government or private bodies
 - consult and cooperate with the employer on all matters relating to workplace safety and health
 - liaise with employees regarding work-based safety and health issues and documents

- champion and promote a culture of safety amongst all school participants including the principal, members of the leadership team, students, their parents, guardians, caregivers and community members
 - immediately report any potential or actual hazard that poses a danger to the safety and health of staff, students, community members or visitors to the school to the principal.
6. In accordance with the OHS Act there are penalties for breaches of the OHS Act. Penalties may be applied to employers, persons having control of premises and employees.
 7. The principal shall inform Work safe and the Workforce Relations Team if an employee or a person at the school, who is not an employee incurs an injury or disease at the school premises that results in the death of the employee or person.
 8. The employer is required to notify Work Safe under the following circumstances:
 - Any workplace related death or serious life threatening injuries or diseases must be reported to Work Safe immediately using the 24 hour incident/accident reporting line Tel: 1800 678 198.
 - Certain types of injuries and diseases are to be reported to Work Safe using the appropriate notification form: <http://www.commerce.wa.gov.au/worksafe/how-report-injuryand-disease>. This includes any injury which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.
 9. If an event occurs on school premises, which constitutes a critical incident, as defined in the Non-Government Schools Registration Standards 2 , the procedures outlined in CECWA policy statement 2-D2 Crisis Management Planning in Catholic Schools should be adhered to.

Employee Policy Acceptance Form – OH&S Policy

Leschenault Catholic Primary School requires that the following policies are read and clearly understood. Once you are satisfied that you understand the requirements that these policies have on yourself and the organisation, please confirm your understanding and acceptance of these policies by signing and dating clearly against each policy. Should you require further information or clarification prior to acceptance, please discuss with your manager/supervisor. Please return your signed form to OSH Representative – Sandra Hall.

Name of Employee:.....

Position:.....

Verification:

Principal acknowledges employee has been given a copy of the policy

Signature _____ Date: / /

Employee acknowledges that the policy has been read, understood and accepted.

Signature _____ Date: / /

Workplace Hazard Management Roles and Responsibilities

The responsibilities of the parties involved in workplace hazard management are described below.

Role Responsibilities

Principal/Leadership Team	<ul style="list-style-type: none">• Identify, assess and control workplace hazards and risks• Monitor suitability and risk controls selected• Encourage employees to report workplace hazards or issues• Inspect the workplace using “General Workplace Hazard Identification Checklist”• Cooperate in OH&S audits and correct any noted deficiencies•
Health & Safety Representative (HSR)	<ul style="list-style-type: none">• Assist leaders in the resolution of health and safety hazards or issues raised by staff• Participate in health and safety committee meetings• Act as communication point for resolving OH&S hazards or issues
Employees	<ul style="list-style-type: none">• Report workplace hazards or issues to their Principal/Leadership Team as soon as possible• Participating in achieving successful outcomes to OH&S initiatives• Cooperate with Principal/Leadership Team in resolving OH&S hazards or issues• A responsibility to abide by the OH&S Procedures as outlined in the LCPS OH&S Policies