



SACRED HEART CENTRAL SCHOOL

WORK HEALTH AND SAFETY POLICY

PURPOSE

The policy supports and contributes to providing a safe environment ensuring the premises, plant, substances, systems of work and the working environment are safe and without risks to students, staff and visitors to the School.

POLICY

Sacred Heart Central School is committed to complying with its obligations with the NSW Work Health and Safety Act 2011 and its relevant regulations.

The policy is enacted through the joint participation of management, employees and their unions or representatives and through all parties recognising their responsibilities in maintaining work health and safety.

Sacred Heart is committed to:

- Encouraging consultation between all stakeholders
- Providing relevant work health and safety training
- Regularly reviewing policy matters relating to work health and safety

DEFINITIONS

Hazardous Substances

Chemicals and other substances which may harm people's health, causing injury, illness or disease.

Material Safety Data Sheets (MSDS)

Information sheets that provide the information needed to allow the safe handling of hazardous substances used at work.

Risk Assessment

A process identifying actual and potential risk in a work environment and enables decisions to be made about control measures that may be required to protect people in the school and CEO work environments from risks to their health and safety. Sacred Heart is registered with RiskAssess and science staff are required to use this as necessary.

Control Measures

Standards and actions used and employed further to a risk assessment. The control measures required to ensure appropriate health and safety action, in implementation order, are:

- Elimination – exclude a potential risk e.g. remove a dangerous substance or item
- Substitution – exchange something potentially dangerous for something safe e.g. replacement of a worn out electrical item
- Mitigation – lessen the intensity of a possible outcome e.g. ensure persons are at a safe distance when demonstrating a procedure
- Isolation – separate persons from a potentially dangerous occurrence e.g. remove students from a hazardous space

- Engineering controls – alter physically an item or environment for greater safety e.g. modify shelving fixtures when the weight bearing capacity of shelves changes
- Administrative controls – alter procedures where an increased risk presents e.g. ensure greater teacher supervision for any large increase in school bus queue numbers
- Safe work practices – maintain and promote safe work practices e.g. through publication of visual reminders including posters
- Personal protective equipment – use of appropriate protective equipment e.g. use of relevant apparel in practical food technology classes.

PROCEDURES

1. Roles

Human Resource Services of the CEO:

- enables appropriate consultation with relevant unions on Work Health and Safety matters
- ensures the training of workplace representatives and committee members
- receives and appraises the concerns of elected representatives and informs the Director of these and related concerns and initiates appropriate action.

The Executive:

- ensures that all staff are informed of this policy and that the school has a WH&S policy
- ensures the election of WH&S workplace representatives and committee members, as appropriate
- consults and collaborates with members of staff on WH&S matters
- informs Human Resource Services of WH&S matters
- responds to requests from WH&S workplace representatives and committee members in a timely manner
- ensures that a register of all WH&S training is maintained
- ensures that a register of all incidents, hazards and near misses is maintained.

Elected school WH&S Representative:

- consults with staff members on matters relating to WH&S
- responds to requests from members of staff
- provides requests for action to the Principal in writing
- informs the Principal in the case of an emergency or immediate threat to employees' health and safety
- directs matters that have not been deemed to be dealt with acceptably by the Principal, and/or not dealt with within 7 days, to the Director of the CEO through Human Resource Services
- contacts WorkCover NSW should no action be taken to remedy critical concerns
- assists, as required with the election of WH&S representatives and/or the formation of workplace WH&S committees.

Each worker, including employees and volunteers:

- accepts responsibility for working safely and rendering the work area safe
- makes proper use of all appropriate safeguards, safety devices and personal protective equipment
- ensures that the students in his/her care make proper use of all appropriate safeguards, safety devices, personal protective equipment and are provided with appropriate training in the handling and use of substances

- follows agreed safe working practices and rules.

Students need to be aware that they have an important part in the WH&S management of the school. The Students role in WH&S include:

- when using School property or equipment that they follow the instructions given to them either verbally or in writing for correct usage;
- not to damage or tamper with any equipment or apparatus that is provided within the School as part of the WH&S procedures;
- to report any unsafe equipment or conditions that could lead to injury or illness to themselves or others within the School;
- to discourage the unsafe use of tools or equipment by visitors, other students or employees;
- to behave in a responsible and safe manner that reflects credibly on the reputation of the School and does not create a risk to others.

2. Consultation

Open communication between employees and management is critical to work health and safety success. As appropriate, employees are encouraged to:

- ask questions
- bring up safety concerns
- make safety recommendations
- give regular feedback
- become involved in the evaluation of safety issues
- be a part of the problem solving process.

3. Chemical Safety in Schools (CSIS)

A mandatory requirement of the Work Health and Safety Regulations is that schools provide appropriate safety training for staff in the management of risks associated with the use of chemicals.

The Principal decides how the implementation of CSIS will be coordinated across the school and ensures:

- training of staff
- regular stock-take of chemicals
- establishment of a chemical register
- regular reviews of the storage of dangerous goods and hazardous substances
- implementation of risk management processes.

Human Resource Services maintains a register of employees who have completed the mandatory training.

4. Management of Hazardous Substances

Sacred Heart is registered with RiskAssess. RiskAssess is to be used to record all use of hazardous substances. The school is to ensure that all containers of hazardous substances are appropriately labelled and kept in secure storage areas.

The school to obtain Material Safety Data Sheets (MSDS) for all hazardous substances used or produced in the school, and ensure this information is accessible to employees who may be at risk. Schools keep a register of MSDS in the workplace and make it accessible for employees and other services or agencies.

School to maintain and ensure the ready access and use of all safeguards, safety devices and protective equipment.

5. Maintenance of Records and Registers

The school maintains, through the Principal, WH&S and related records and registers as follows:

- WH&S committee minutes and reports – permanent
- WH&S accident and incident reports e.g. that relating to actual/potential workers compensation and/or rehabilitation claims – maintain for 15 years after reference ceases
- All WH&S and related induction and training programs for staff and students including, but not limited to CEO and school based courses including CSIS training; Senior First Aid certification; CEO accredited WH&S training; specific risk assessment processes and programs relating to student specific safety e.g. handling and use of substances - maintain for 30 years
- Other relevant records and registers; for example, hazard identification and risk assessments, school registration reports and follow up action taken, that may be required in respect to ACT and NSW legislation and their respective regulations – maintain for 30 years.

The CEO maintains WH&S and related records and registers as follows:

- Course details and participant lists of all courses run and accredited through the CEO – permanent
- Details of CEO staff WH&S representation and relevant CEO staff WH&S processes and procedures – permanent.

REFERENCES

Additional information may be found at www.workcover.nsw.gov.au.

RELATED POLICIES

Work Health and Safety – ACT & NSW, Catholic Education Canberra Goulburn

Approved by:	School Board
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