



Health & Safety Policy

Policy to support NELP objective 1

Outcome statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace and legislation.

Scoping

The board is responsible for ensuring health and safety procedures are developed and implemented. However, employees need to be aware of their responsibilities and comply with the board's health and safety policy and school procedures.

Delegations

The board delegates to the principal as officer the responsibility to:

- develop and implement health and safety procedures inline with procedures covered under Health and Safety at Work Act 2015
- ensure employees have the information they need in order to comply with policy and procedures.

Expectations and limitations

The board will, as far as is reasonably practicable,¹ comply with the provisions of legislation dealing with health and safety in the workplace by:

- providing a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the [Sale and Supply of Alcohol Act 2012](#)
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents and near misses.
- having a commitment to a culture of continuous improvement and engagement through worker engagement, participation and representation.

The principal, as officer, has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations²
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure conduct aligned to our school values are promoted by all.
- ensure that there are effective process in place to ensure unacceptable behaviour, such as bullying, is responded to.
- provide a smoke-free and vape free environment
- ensure a risk analysis management system is in place and carried out
- seek approval for any overseas experiences, attesting first to their compliance with above
- consult with the community every 2 years regarding the health programme being delivered to students
- provide annual Health and Safety information and training opportunities to employees
- Provide support for the safe and early return to work of injured or ill workers.f
- advise the Presiding Member of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
 - o cooperate with school health and safety procedures
 - o comply with the health and safety legislation and duties of workers
 - o ensure their own safety at work
 - o promote and contribute to a safety-conscious culture at the school

1. **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.
2. These are to:
 - know about work health and safety matters and keep up to date
 - gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
 - ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
 - ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
 - ensure there are processes for complying with any duty and that these are implemented
 - verify that these resources and processes are in place and being used.

Procedures/supporting documentation

Health & Safety Procedure: Worker Engagement and Participation

Staff induction

Education outside the classroom policy

Health and safety register

Hazard assessment register

Injury and incident reporting and management (procedure, checklist, board report, investigation form)

Emergency procedures, including for lock-down and evacuation

Administering medication

Alcohol, smoking, vaping and drugs

Behaviour management – managing challenging behaviour and physical restraint (policy and procedures)

Civil defence and crisis procedures

Collection, storage and access to personal information

Concerns and complaints

Court orders against parents/caregivers

Cyber safety

First aid and infection (pandemic plan)

Adult Conduct at School

Adult volunteers

Duty supervision

Police vetting

Protected disclosures

Sexual harassment

Transporting Students

Monitoring

The Board will ensure monitoring of key objectives of this policy are in place through the following forms;

- Serious Accident reports to the board.
- Concerns and complaints

Legislative compliance

[Health and Safety at Work Act 2015](#)

[Vulnerable Children Act 2014](#)

[Sale and Supply of Alcohol Act 2012](#)