

# Occupational Safety and Health Policy Framework

Section	Human Resources and Workplace Relations
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Page	1 of 7
Approved	ASC Board
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## 1. PURPOSE

- 1.1. The Anglican Schools Commission (ASC) seeks to ensure the safety, health and welfare of its employees and any other people who may be affected by operations in its schools and to assist its schools in complying with legislation under the following state legislation:

### Western Australia

- *Occupational Safety and Health Act (1984)*
- *Occupational Safety and Health Regulations (1996)*

### New South Wales

- Work Health and Safety Act (2011)
- Work Health and Safety Regulation (2011)

### Victoria

- Occupational Health and Safety Act (2004)
- Occupational Health and Safety Regulations (2007)

## 2. SCOPE

- 2.1. This policy statement applies to all ASC schools.

## 3. RELEVANT POLICIES, PROCEDURES AND LEGISLATION

- 3.1. This policy must be read in conjunction with the ASC Risk Management and Compliance Policy Strategy and Framework.
- 3.2. Each ASC school is responsible for developing and reviewing a school-based policy, procedures and guidelines in line with the ASC Occupational, Safety and Health Policy Framework.

## 4. PRINCIPLES

- 4.1. The ASC is firmly committed to *Occupational Safety and Health (OSH)*.
- 4.2. In securing workplace safety and health, the ASC aims to achieve best practice in OSH and to fulfill its statutory duties with regard to OSH at all times.
- 4.3. School Councils and Principals are responsible for promoting a safety and health culture within their schools by understanding the employer's responsibilities under the Act.
- 4.4. Schools shall provide a safe working environment, plant, equipment and work systems to protect workers and others from being exposed to hazards and suffering ill health or injury caused by working conditions.
- 4.5. The following procedures are designed to enable schools to comply with relevant legislation.
- 4.6. Each school shall have an OSH policy consistent with the principles, procedures and related documents detailed in this policy. The Principal, in conjunction with the School Council, is responsible for developing and approving the school's OSH policy, which will best suit their local setting or particular circumstances and reflect the uniqueness of their school community.

**NB:** The procedures specified in Section 4 are to form part of a school-based policy.

4.7 A copy of the school-based policy, and future updates, shall be provided to the ASC.

## **5. PROCEDURES**

5.1. Each school shall develop and communicate its own school-based OSH Policy and procedures. A copy of the school-based policy, and future updates, must be provided to the ASC.

5.2. In developing a school-based OSH policy and procedures, the school should establish, implement and maintain documented procedures for hazard/risk identification, hazard/risk assessment and control of hazards/risks. Schools shall ensure that staff are involved in hazard/risk identification and assessment.

5.3. Schools shall develop a risk management program for identifying, controlling and monitoring hazards/risks to safety and health in the school.

5.4. Schools shall develop an OSH Hazard Register (Appendix 1) to capture each risk/hazard identified. The OSH Hazard/Risk Register must contain:

- a. Activity/Project
- b. Hazard/Risk
- c. Safety Controls to be used
- d. Risk Rating - without and with Controls
- e. Date risk assessed
- f. Name of Assessor

NB: A risk assessment must be carried out on all Design and Technology activities/projects regardless of whether powered machinery is used.

5.5. All hazards/risks must be reviewed annually and where a significant change occurs.

5.6. The Principal is responsible for all safety and health matters in the school but may delegate this responsibility to the Business Manager or other senior staff member as **OSH Manager**. This person plays a vital role as the employer's representative in consultation with employees and their representatives. The OSH Manager is responsible for ensuring:

- a. The OSH Committee meets regularly.
- b. Changes to legislative requirements are complied with.
- c. Regular safety and health checks are conducted.
- d. Designated staff are trained in first aid.
- e. Emergency drills are publicised and practiced regularly.
- f. All staff are familiar with OSH requirements, receive any necessary training and are aware of who their OSH representatives are.
- g. Records of work-related safety and health issues, accidents and incidents are kept and used to identify problems and bring them under control.
- h. Managing any claims made under the state specific Workers' Compensation and Rehabilitation Act/Regulations.

5.7. Appropriate to the size of the School, the staff shall elect a team of **Safety and Health Representative(s)** who, in addition to their normal work responsibilities, shall represent the OSH interests of the staff with whom they work to the School. Through their representatives, staff can participate in decisions concerning safety and health at their

workplace as well as be provided with information on potential safety and health concerns. The OSH representatives should work in a variety of locales within the school environment. These OSH representatives are responsible for:

- a. Regular inspections of the workplace (i.e. termly) using a checklist.
  - b. Identifying potential hazards.
  - c. Making recommendations for repairs and improvements.
  - d. Investigating and making recommendations relating to any accident or dangerous incident in the workplace.
  - e. Keeping informed of all matters relating to OSH and legislative requirements.
  - f. Referring relevant matters to the OSH Committee.
  - g. Liaising with other staff regarding matters concerning their safety and health in the workplace.
  - h. Consulting, cooperating and liaising with the Principal, Business Manager and OSH Manager on safety and health matters.
- 5.8. With the exception of a contractor, staff may request the election of a school-based OSH representative. All staff are eligible to be elected. A person who is elected as an OSH representative is elected for a term of up to 2 years in Western Australia and 3 years in New South Wales and Victoria. The safety and health representative is eligible to be re-elected.
- 5.9. The OSH representative is entitled to paid time off to attend training courses.
- 5.10. The OSH Manager and the staff Safety and Health Representatives shall form the school's **OSH Committee** to perform the following duties:
- a. Assist consultation and cooperation between employer and employees.
  - b. Help initiate, develop and implement safety and health rules, programmes, measures and procedures in the workplace.
  - c. Keep information accessible on any hazards that may arise in the workplace.
  - d. Consider and make recommendations about changes that may affect the safety and health of employees.
  - e. May also deal with policy development, monitoring programs, emergency procedures, training and supervision, trends in accident and illness reports, and resolution of safety and health issues.
- 5.11. **All staff** are responsible for:
- a. Their own safety and that of others around them, including students.
  - b. Following OSH procedures to prevent accidents.
  - c. Reporting all accidents or potential incidents to the Principal through the OSH Manager who will resolve the issue and report back to the staff member.
  - d. Wearing adequate protective clothing (supplied by the employer).
  - e. Using equipment according to safety regulations.
- 5.12. Training needs for staff should be identified. Schools shall implement a training and information program about safety and health issues for staff and students. This should also form part of the induction.
- 5.13. Contractors must also be able to demonstrate that their employees have the requisite OSH training.
- 5.14. Schools shall develop and implement preventative strategies which include workplace and job design, identification of hazards in the workplace, assessment of levels of risk and appropriate remedial action to eliminate and/or control hazards.

- 5.15. Schools shall establish, implement and maintain documented procedures to monitor and measure on a regular basis key activities which may pose a hazard/risk to the school – maintenance schedule.
- 5.16. The school shall establish, implement and maintain procedures to investigate, respond to and take appropriate corrective action following an incident. Where necessary, the School shall implement changes and update procedures.
- 5.17. Schools shall develop a system for reporting, recording and investigating incidents ensuring that reporting timeframes are met.
- a. **Worksafe WA** - Serious injuries and work related deaths need to be reported to WorkSafe immediately. A 24 hour incident/accident reporting line is provided.
  - b. **Safework NSW** - A serious injury or illness, a death or a dangerous incident needs to be reported to Safework NSW immediately within 48 hours.
  - c. **Worksafe Victoria** - Employers, occupiers and people who are in control of workplaces and high risk equipment are required by law to notify WorkSafe about incidents involving workplace health and safety, dangerous goods as well as explosives. WorkSafe must be notified immediately by calling and then in writing within 48 hours using the appropriate online form.
- 5.18. The safety and health laws at federal, state and territory level require employers to maintain the following types of records where they have been part of the school's safety and health program:
- a. Safety and health induction and training.
  - b. Workplace monitoring.
  - c. Documentation in relation to health surveillance.
  - d. The school's risk assessments undertaken on designated plant, along with records of inspections, maintenance or alterations carried out on these types of plant e.g. risk register and maintenance schedule.
  - e. Reports of accidents, illnesses or dangerous occurrences, with notification to be given to relevant authorities.
  - f. A register of hazardous substances kept at the school, along with the material safety data sheet for each substance, together with risk assessment records where the assessment identified a risk to health from substances.
  - g. Records of relevant work procedures or rules (e.g. working with chemicals).
  - h. Particular records must be kept for periods of up to 30 years (e.g. staff files).
- 5.19. In order to maintain continuous improvement, and in the interests of building a culture of safety, all schools shall review and evaluate their OSH processes. This should be undertaken at least every two years.

## 6. SCHOOL SPECIFIC PROCEDURES

Listed below are a wide range of issues that need to be considered for inclusion in any occupational safety and health policy/ies that a school develops. This list is not complete and should be considered in conjunction with other issues specific to your school.

- Registers – maintenance, replacement schedule, essential services;
- Emergency management;
- Standard Operating Procedures - machinery, tools, workshop activities etc.;
- Premises (Buildings and surroundings) – roof, gutters, windows, fences, roadways, paths;

- Premises – accessibility, drop-off/pick-up, appropriate;
- Premises – permits, planning permission;
- Facilities – furniture and equipment, ergonomic, appropriate size;
- Facilities – play and sports areas, supervision;
- Facilities – school vehicle or grounds people vehicle;
- Hazardous substances – handling, storage, labelling, MSDS system;
- Hot work – working with naked flames, not sparks from welding;
- Hearing safety – earplugs for certain work e.g. woodwork, welding;
- Ventilation – oxygen deprivation, limited ventilation;
- Equipment – electrical, power outlets, gas, tools, condition of hand tools, control of contractor on school grounds;
- Personal Protective Equipment – eye protection\*, clothing or equipment to be worn;
- Emergency and Fire Safety – fire systems, evacuation drills;
- Hygiene – food, student areas, toilet facilities;
- Working at heights – grounds people or trades people doing work;
- Manual handling and lifting;
- Accident reporting – process to investigate what happened and how to avoid it in the future;
- First Aid – existence and availability of first aid kits and staff training;
- Risk Management;
- Boarders (where applicable);
- Communicable diseases – head lice, measles, infectious diseases.

\* Eye protection must be worn by staff and students at all times when in the metalwork and woodwork workshops when machinery or equipment (powered or non-powered) are used, unless only theory work is being undertaken by **all** students.

## 7. LEGAL OBLIGATIONS

Legal obligations have been placed on those in charge of workplaces to protect the safety and health of those attending, working at or visiting a workplace. The obligations have two sources, the common law (“judge-made law”) and legislation (“statute law” or “Acts”). A failure to act in accordance with an obligation imposed by the common law or legislation may result in the legal liability to pay damages, a fine, or imprisonment.

## **FURTHER INFORMATION**

### **WorkSafe Western Australia**

1/303 Sevenoaks St,  
Cannington  
WA 6107  
Website: [www.dmirswa.gov.au/worksafe](http://www.dmirswa.gov.au/worksafe)  
Email: [safety@dmirswa.gov.au](mailto:safety@dmirswa.gov.au)  
Phone: 1300 307 877

### **SafeWork New South Wales**

92-100 Donnison Street  
GOSFORD 2250  
Website: [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)  
Email: [contact@safework.nsw.gov.au](mailto:contact@safework.nsw.gov.au)  
Phone: 13 10 50

### **WorkSafe Victoria**

Head Office  
Ground Floor  
222 Exhibition Street  
Melbourne 3000  
Email: [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au)  
Phone: 1800 136 089

## **RELATED LEGISLATION, POLICIES AND PROCEDURES**

### **FEDERAL**

- Safety, Rehabilitation and Compensation Act 1988

### **STATE**

#### **Western Australia**

- Occupational Safety and Health Act (1984)
- Occupational Safety and Health Regulations (1996)

#### **New South Wales**

- Work Health and Safety Act (2011)
- Work Health and Safety Regulation (2011)

#### **Victoria**

- Occupational Health and Safety Act (2004)
- Occupational Health and Safety Regulations 2007

#### **Other laws relating to Safety and Health**

- Workers Compensation
- Building and Construction Legislation
- Anti-Discrimination Legislation
- Privacy Laws
- Criminal Law
- Child Protection
- Contract and Consumer Protection Laws
- AS/NZS 4801 : 2001 Occupational health and safety management systems

