

Work Health and Safety Policy

Status	Approved
Effective	April 2024
Review	April 2025
Owner	Principal
Approver	The Sycamore School Governing Body

1 Purpose

The purpose of The Sycamore School’s Work Health and Safety Policy and Procedure is to establish and maintain an effective health and safety management system. The aim of this management system is to protect the psychosocial and physical health and safety of Workers, students and any other persons who may be impacted by the School’s operations.

2 Scope

- Parents/Guardians/Carers
- Students
- Staff which includes:
 - *Employees (full-time, part-time, permanent, fixed term and casual)*
 - *Contractors/subcontractors and their employees*
 - *Directors*
 - *Apprentices/Trainees*
 - *Student teachers*
 - *Volunteers*
- *Anyone undertaking work experience or vocational placement at the School*
- *Employees of a labour hire company*

3 Definitions/Acronyms

Governing Body	The Sycamore School Board of Directors
WHS	Work health and safety
WHS management system	A set of policies, procedures and plans that systematically manages the psychosocial and physical health and safety at work and can help to minimise the risk of injury and illness from workplace operations.
Worker	Employees, contractors/subcontractors and their employees, apprentices/trainees, student teachers, volunteers, anyone undertaking work experience or vocational placement, employees of a labour hire company.

4 Policy

4.1 Commitment

The Sycamore School is committed to providing and maintaining a safe and healthy workplace for all Workers as well as clients, visitors and members of the public. Hazards and risks to psychosocial and physical health and safety will be eliminated or minimised, as far as is reasonably practicable.

We are committed to complying with the *Work Health and Safety Act 2011* (Qld), the *Work Health and Safety Regulation 2011* (Qld), codes of practice and other safety guidance material.

The Sycamore School's goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

4.2 Implementation of Policy Commitment

The Sycamore School is committed to ensuring, so far as is reasonably practicable, the psychosocial and physical health and safety of its Workers while performing work for The Sycamore School, and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations.

This will be achieved by:

- Providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe work equipment.
- Identifying reasonably foreseeable hazards that could give rise to psychosocial risks
- Ensuring that workplaces under the control of the School are safe, without risk to health, and have safe means of access and egress.
- Routinely consulting in order to maintain effective and co-operative relationships between the School and its Workers, and with other duty holders, on health and safety matters in the workplace.
- Reviewing and if necessary revise, control measures so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety.

The School's commitment to providing safe and healthy working environments for the School's Workers' includes:

- Providing relevant, up-to-date WHS information to all Workers on matters such as psychosocial and physical workplace safety and their responsibilities.
- Providing expert assistance in WHS matters where necessary.
- Providing instruction and/or training in work processes where appropriate.
- Developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards.
- Implementing and maintaining appropriate information and reporting methods.

4.3 Responsibilities

4.3.1 The Sycamore School

The Sycamore School has a primary duty of care to, so far as is reasonably practicable, to:

- Ensure the psychosocial and physical health and safety of its Workers and others in our workplace.
- Ensure the health and safety of other persons is not put at risk from work carried out as part of our operations.
- Provide and maintain a work environment that is without risks to health and safety.
- Provide and maintain safe plant and structures.
- Provide and maintain safe systems of work.
- Ensure the safe use, handling and storage of plant, structures, and substances.
- Provide adequate facilities for the welfare of Workers.
- Provide information, training, instruction, and supervision.
- Monitor the health of Workers and the conditions of our workplaces.

4.3.2 The Sycamore School Governing Body

The Sycamore School Governing Body, as officers, are responsible for ensuring that The Sycamore School complies with any duty or obligations under the WHS Act. They do this by:

- Acquiring and keeping up-to-date knowledge of psychosocial and physical work health and safety matters.
- Maintaining an understanding of the School's operations and the hazards and risks associated with those operations.
- Ensuring the appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised.
- Ensuring goals for a safe work environment are in place and that progress against these goals are regularly checked.
- Developing and maintaining a WHS management system, including policies and procedures, that meets the requirements for legislative compliance and review it on a regular basis.
- Ensuring that the School has appropriate processes for receiving and considering information regarding incidents, psychosocial hazards and risks to health and safety and responding in a timely way to that information.
- Driving WHS management activities by providing feedback and directives on WHS initiatives.
- Verifying the provision and use of the resources and processes mentioned above and that they are performing effectively.
- In the event of a Notifiable Incident or Dangerous Occurrence, provide guidance and directives on the School's response.
- Promoting a safety culture, setting an example for all Workers, students and others.

4.3.3 Principal

As an integral part of their normal duties the Principal will:

- Acquire and keep up-to-date knowledge of work health and safety matters.
- Communicate regularly WHS matters to the Chair of The Sycamore School Governing Body.
- Notify The Sycamore School Governing Body of Notifiable incidents, dangerous occurrences or immediate risks to the health and safety of any Workers.
- Participate in investigations and the selection of corrective actions.
- Ensure that goals for a safe work environment are being met.

- Provide appropriate information, instruction, and training to ensure that all Workers are aware of and complying with the WHS management system.
- Ensure safe work procedures are followed.
- Take appropriate action to address any shortfalls in the compliance with the WHS management system, including incident investigations and hazard management.
- Consult with Workers on all health and safety matters.
- Assist injured and ill Workers to manage their injury or illness and, where practicable, to return to work.
- Promote a safety culture, setting an example for all Workers, students, and others.

4.3.4 Deputy Principal and Business Manager

The Deputy Principal and Business Manager are responsible for providing a workplace that is, as far as reasonably practicable, a safe and health workplace for Workers and visitors, in particular in the areas of their control.

- Understand and monitor goals set by The Sycamore School Governing Body for a safe work environment.
- Know and comply with the requirements of the WHS management system and ensure that effective risk control measures are in place.
- Promote the WHS management system.
- Provide leadership and guidance to ensure that staff and other Workers comply with health and safety requirements.
- Ensure safe work procedures are followed.
- Assess task risk and not allow an activity to continue until it can be controlled adequately.
- Actively support in the identification of hazards and risks and the management of these.
- Proactively manage other duty holders (e.g. contractors), when required.
- Consult Workers and their representatives on all health and safety matters.
- Assist injured and ill Workers to manage their injury or illness and, where practicable, to return to work.
- Promote a safety culture, setting an example for their Workers, students, and others.

4.3.5 Staff

- Understand and manage the hazards and risks associated with their work.
- Know and comply with the requirements of the WHS management system.
- Participate in training programs that provide information on WHS requirements and responsibilities, including induction and emergency procedures training.
- Follow all safe work practices, procedures, instructions, and rules.
- Must take reasonable care for their own psychological and physical health and safety and not adversely affect the health and safety of other persons.
- Work in a manner which ensures their own, students and others health and safety and encourage other Workers to work safely.
- Report incidents and hazards.
- Where possible, rectify any unsafe conditions.
- Participate in incident investigations and return to work programs.
- Consult with management on WHS concerns and initiatives.
- Support and promote a safety culture, setting an example others.

4.3.6 Contractors (including Sub-Contractors and any Workers employed by Contractors)

- Understand and follow all safe work practices, policies, procedures, and safety guidelines provided by The Sycamore School.
- Follow directives from authorised staff (including stop work if asked to do so to address a health or safety risk).
- Maintain an understanding of the WHS hazards and risks associated with the work that they carry out.
- Participate in training programs, including inductions that provide information on WHS requirements and responsibilities.
- Only carry out work that they are authorised, trained and competent to do.
- Work in a manner which ensures their own and others health and safety.
- Encourage other Workers to work safely.
- Comply with relevant WHS legislation, codes of practice and site-specific safety rules.
- Report incidents and non-compliance and rectify any unsafe conditions.
- Note: These requirements also apply to other Workers such as work experience students and volunteers who are carrying out work for, or on behalf of The Sycamore School.

4.3.7 Parent, Visitors and Members of the Public

- Understand and comply with any safety guidelines provided by The Sycamore School.
- Must take reasonable care for their own psychological and physical health and safety and must take reasonable care not to adversely affect other people's health and safety.
- They must comply, so far as they are reasonably able, with reasonable instructions given by the PCBU to allow them to comply with the WHS Act and WHS Regulations.
- In the event of an emergency or other safety concern, follow the directives of staff.
- Not to interfere with any equipment provided for health and safety.
- If requested assist staff to ensure the health and safety of students.

4.3.8 Students

- As far as is reasonably practical comply with The Sycamore School health and safety policies and procedures and the directions of staff.

5 Related Legislation

Work Health and Safety Act 2011 (Qld)

Work Health and Safety Regulation 2011 (Qld)

Work Health and Safety Codes of Practice

6 Related Documents

Work Health and Safety Commitment Statement

Work Health and Safety Consultation

Work Health and Safety Incident, Injury, Illness and Hazard Reporting

Work Health and Safety Issue Resolution

Work Health and Safety Managing Risks and Hazards

Chemical Management in the Workplace (to be developed)
Emergency Management (to be developed)
Infection Control in the Workplace (to be developed)
Injuries & Illness in the Workplace (to be developed)
Managing First Aid in the Workplace (to be developed)
Managing Manual Tasks in the Workplace (to be developed)
Occupational Violence Prevention in the Workplace (to be developed)
Psychological Health and Wellbeing in the Workplace (to be developed)
Reasonable Adjustments Requests and Agreements in the Workplace (to be developed)
Rehabilitation and Return to Work (to be developed)
Workcover Claims (to be developed)
Working From Home and Working Alone (to be developed)

7 Procedures

7.1 Incident Management and Reporting

The Sycamore School will, so far as is reasonably practical, ensure that all incidents occurring during or arising from the operation of the School are reported and managed in a timely manner and in accordance with the requirements of WHS Legislation, Regulations, Codes of Practice and our Work Health and Safety Incident Management and Reporting policy and procedure.

7.2 Consultation

The Sycamore School acknowledges that, so far as is reasonably practicable, management is required to consult on health and safety matters with Workers who carry out work for, and on behalf of the School and who are, (or are likely to be) directly affected by that work. This includes consulting with staff, contractors, parents and other interested parties, including TAFE Queensland campus personnel and contractors employed by TAFE.

Please refer to our supporting policy, Work Health and Safety Consultation for guidance.

7.3 Issue Resolution

The Sycamore School promotes a consultative culture where staff can discuss any concerns related to their health and safety. If a health and safety issue is not resolved satisfactorily, after considering what is reasonably practicable, management and staff will follow the School's Work Health and Safety Issue Resolution process.

7.4 Managing Risk and Hazards

The School's aim is to manage the risk associated with the hazards encountered by staff, students and others at The Sycamore School and other places where work is carried out for, and on behalf of, the School. Where practicable, known hazards will be eliminated, however where this is not an option, appropriate risk management practices will be implemented.

Please refer to our supporting policy, Work Health and Safety Managing Risks and Hazards for guidance.

7.5 Training

The Sycamore School has implemented a training program that includes WHS related knowledge, skills and competency assessments. This program has been developed by conducting training needs analysis and identifying knowledge, skills and competencies required for each staff member.

The aim of this training program is to ensure, so far as is reasonably practicable, that Workers have the information, knowledge and skills required to carry out their work safely, with an emphasis on ensuring the health and safety of students.

7.5.1 Induction Training

All new Sycamore School employees and contractors participate in induction training as part of their on-boarding process. Induction training includes relevant WHS related requirements and site-specific emergency response procedures. This training is coordinated by The Sycamore School **Business Manager**

7.5.2 Annual Training

The Sycamore School staff and contractors are required to participate in annual training that covers health and safety related requirements associated with their work. This training includes:

- Child Safety
- First aid (every 3 years)
- CPR
- Manual Handling
- Slips and Trips
- Evacuation processes and drills
- Team Teach

The annual safety training is coordinated by The Sycamore School Leadership Team.

7.5.3 Skills Based Safety Training

The Sycamore School Workers who use plant machinery or equipment are provided with training on its safe operation and maintenance. Where necessary this includes safe operation of vehicles. Staff who carry out potentially hazardous work are provided with appropriate training based on the requirements of a Job Safety and Environmental Analysis (JSEA) and / or Safe Work Method Statement (SWMS). This training may be conducted on-the-job, by a senior experienced staff member who will supervise the trainee, until both parties are confident that the activities can be undertaken correctly and safely.

Contractors are required to ensure that their Workers are trained and competent and where necessary that they hold the appropriate licences and qualifications.

The Principal may also decide that additional training is required to ensure that Workers can carry out their work safely. This includes any specific training required to work with children who have special needs and who may need to be managed in a crisis.

7.5.4 Training Records

Training records are kept, these records include individual qualifications and training history. These are filed in FACTS.

7.6 Healthy and Safe Work Environment

While poor physical work environments can put Workers at risk of physical and mental ill-health, a work environment is more than physical surroundings. It includes the way that you work, the materials and equipment that you work with and also the emotional and psychological demands on Workers. To minimise harm and injury at work we have a number of supporting policies.

- Chemical Management in the Workplace
- Emergency Management
- Infection Control in the Workplace
- Injuries & Illness in the Workplace
- Managing First Aid in the Workplace
- Managing Manual Tasks in the Workplace
- Occupational Violence Prevention in the Workplace
- Psychological Health and Wellbeing in the Workplace
- Reasonable Adjustments Requests and Agreements in the Workplace
- Rehabilitation and Return to Work
- Working From Home and Working Alone
- Workcover Claims

8 Document History

Version	Description of modification	Modified by	Date
1.3	Review and update for new psychosocial hazards legislative update to WH&S Act 2011	Vanessa Lyle	19/04/2024
1.2	Transfer to new template Sections extracted from the WHS Manual and put into the procedure section	Sandra Stuckey	09/06/2022
1.1	New policy & manual	Ian Wright	21/03/2019