



NCS WORK HEALTH AND SAFETY (WHS) POLICY

Adopted: April 2019

Last amended: March 2015

Next review: June 2021

Rationale

As a school, we believe that the provision of a safe working and learning environment for everyone is an essential responsibility of our community. We are committed to:

- promoting dignity and respect and taking action to prevent and respond to bullying;
- adopting a preventative and strategic approach to health and safety and using measurable objectives and targets to monitor performance;
- supporting and promoting health and wellbeing;
- providing a return to work program to facilitate a safe and durable return to work for employees, where possible, for both work-related and non-work related health conditions;
- meaningful consultation with employees, their representatives and others on work health and safety (WHS) matters;
- providing appropriate information, training and instruction to facilitate safe and productive work and learning environments;
- providing an effective and accessible safety management system for all employees and others to guide safe working and learning in all workplaces;
- the reporting of incidents in accordance with statutory and regulatory obligations and internal policy requirements so that action can be taken to manage the incident, prevent the likelihood of further incidents and provide support where required;
- providing a program of continuous improvement through engaging with industry, new technology and considering changes to legislation and recognised standards¹

Definitions

- CSA - Christian Schools Australia
- MEA - Multi-Enterprise Agreement
- Return to Work Program - A process by which an injured employee resumes their work duties.

Details

Under the guidelines of the Work Health and Safety Act 2011 and to the School has established a WHS Committee. The purpose of this committee is to:

- facilitate consultation within the workplace;
- review the measures taken to ensure the health, safety and welfare of all persons at our School;
- investigate any matter that may be a risk to health and safety and work with the School Executives and School Board in resolving incidents or areas of concern;
- communicate and advise staff of any relevant WHS issues at scheduled staff meetings. (WHS listed as a standing item on staff meeting agendas).

¹ <https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy>

The WHS Committee members are deemed to be officers under the Work Health and Safety Act 2011 and have a positive duty of care to exercise due diligence, as defined in Section 27(5) of the Act, in ensuring that the School complies with its duty under the legislation. The WHS committee members are to take action to ensure that:

- this policy is implemented throughout the School premises;
- safe systems of work and WHS procedures and guidelines are implemented locally, risks are managed so far as is reasonably practicable and WHS Committee members strive for continuous safety improvement;
- staff and others undertaking work on school premises are supervised and receive the instruction, information and training necessary to safely perform their duties;
- contractors undertake site induction with necessary evidence of company insurance and licencing and agreeing to NCS WHS & Child Protection Policies & Procedure;
- meaningful consultation takes place with staff, their representatives and others in relation to WHS issues;
- workplace incidents are reported and investigated to ascertain the circumstances leading up to the incident and appropriate action is taken to prevent further incidents from occurring;
- effective emergency response plans and procedures are in place that include the provision of first aid and appropriate actions to support the resumption of normal operations;
- audit and other compliance requirements are consistent with appropriate document management processes;
- maintain an accessible register of injuries and illnesses in writing or in electronic form, allowing safety issues to be raised and appropriate safe work procedures to be developed as required;
- employees with injury or illness are managed in accordance with the School's Return to Work Program and other relevant guidelines under the CSA MEA.

Employees and others undertaking work are to:

- take reasonable care for the health and safety of themselves and those under their supervision and take reasonable care that their actions or omissions do not adversely affect the health and safety of others;
- comply with any reasonable instruction or lawful direction as far as they are reasonably able, including wearing personal protective equipment supplied by the employer as required;
- cooperate in following the School's health and safety guidelines and procedures;
- report incidents and hazards and participate in training and consultation with the support of the School;
- meet their obligations under the Return to Work Program and other guidelines to support their return to the workplace following injury or illness.

All students and visitors, while visiting or conducting business on School premises, are to:

- take reasonable care of their own health and safety and that their acts or omissions do not adversely affect the health and safety of others;
- report health and safety issues and participate in consultation in work, health and safety matters affecting them;
- follow local procedures in relation to work, health and safety.

Training Modules

The separate training modules below are designed to provide all staff, visitors, contractors and service providers with clear direction in working safely within the School's physical environment. This includes safe work procedures and practices, basic first aid instruction, emergency evacuation procedures and any other issues raised which could impact on the efficiency and safe conduct of all activities undertaken in the School².

- [WHS Training Module](#) for Staff
- WHS Training Module for Volunteers
- WHS Training Module for Contractors & Service Providers

Related Documents

Evacuation and Safety Procedures

[Return to Work Program](#) Policy & Procedures

[Register of Injury/Illnesses](#) (Workers Compensation)

Incident Report Forms

Child Protection Policy

Anti-Bullying Policy

[Critical Incidents Policy](#)

Work Health and Safety Act 2011,

Work Health and Safety Regulation 2011,

Workplace Injury Management and Workers' Compensation Act 1998,

Workplace Injury Management and Workers' Compensation Regulation 2002,

² Safe Work NSW Government <https://www.safework.nsw.gov.au/resource-library/the-work-health-and-safety-duty-of-an-officer>