



WORK HEALTH AND SAFETY POLICY

Aim

Annesley College acknowledges that the health, safety and well-being of people and the provision of a safe working and learning environment are central to the values of Annesley College.

Policy

Annesley College is committed to, so far as is reasonably practicable, the health and safety of its workers, students, volunteers and contractors, and other persons with a legal right to be on premises controlled or managed by Annesley College.

Objectives

The policy is to be achieved by the systematic management of work health and safety with the aim of:

- Incorporating health and safety into planning activities, work practices, procedures, policies and operations of the school.
- Providing a positive safety culture through encouraging active participation, provision of information, consultation and cooperation of all workers, their representatives, and other stakeholders to promote and develop measures to improve health, safety and well-being at Annesley College.
- Endeavouring to maintain safe plant, structures, equipment and facilities; and the safe handling and storage of plant, structures and substances.
- Applying a systematic approach to identify, assess and eliminate all existing or foreseeable workplace hazards and incidents that may cause injury or illness, or develop strategies to control risks arising from a hazard/incident that cannot, for practical reasons, be eliminated.
- Providing appropriate information, training and instruction to facilitate safe and productive work and learning environments.
- The development and maintenance of an appropriate workplace incident/injury reporting system to manage the incident, prevent further incidents, and provide support where required.
- Providing return to work programs to facilitate safe and durable return to work for injured workers at the earliest possible opportunity in line with the Workers Compensation legislation requirements.
- Establishing appropriate levels of responsibility and accountability for our workers, consistent with their position within the organisation to meet the policy objectives. This should include expectations that contractors, visitors, and volunteers comply with any directions, or reasonably notified policy or procedures.
- Adopting a preventative and strategic approach to health and safety and review processes to monitor implementation and measure the effectiveness of the WHS system to continuously improve health and safety performance.
- Compliance with applicable legislation and statutory requirements in regards to WHS.

Responsibilities

Annesley College Council

The Council shall use its best endeavours to ensure that the documentation, implementation and maintenance of an effective health, safety and welfare program is in place and give health, safety and welfare a high priority in its policy and budgetary deliberations.

Principal

The Principal will:

- Endeavour to ensure that the working and learning environment is maintained in a safe condition;
- Endeavour to ensure that the WHS Policy, procedures and legislative requirements are implemented;
- Monitor health and safety performance;
- Endeavour to ensure that consultation mechanisms are in place;
- Participate, where required, in the resolution of safety issues;
- Endeavour to ensure that injuries/incidents are investigated and review the recommended corrective and preventative actions;
- Endeavour to ensure that practices are in place to monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found;
- Endeavour to ensure that all workers are inducted and receive regular training as required to perform jobs safely;
- Facilitate the rehabilitation of injured workers;
- Report on WHS at monthly Council meetings.

Workers will:

- Take reasonable care for their own health and safety while at work;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Co-operate with any reasonable policy or procedure of the school/college in relation to health or safety in the workplace;
- Report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- Attend and participate in any training or in-service seminars arranged by the school/college to support the objectives of this Policy; and
- Engage openly with school/college personnel in any consultation on WHS issues, or information, brought to their attention, to assist the school/college.

Other Persons at the workplace will:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the person is reasonably able, with any reasonable instruction that is given by the school.

Consultation

Work Health and Safety is a standing agenda item at the following meetings:

1. Regular staff meetings (open invitation to **all** staff members to attend and/or contribute to WHS agenda items)
2. Weekly Management meetings
3. Monthly School Council meetings

In addition to these consultation measures, face-to-face consultation between workers and a member of management being the Principal, Director of the ELC, Business Administrator is available.

These mechanisms are communicated to all workers to endeavour to provide an opportunity for communication on health and safety matters.

Policy Review

The policy shall be reviewed every three years, or in the event of any information, incident, injury, or illness that would demonstrate the need for a review, or in the event of any legislative or organisational change that would warrant a review.