

## OCCUPATIONAL SAFETY AND HEALTH POLICY

Due for Review 2014

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### RATIONALE

Dignity, safety and well being of people are central to the Church's teaching. St. Andrew's Catholic Primary School acknowledges this and recognises that it is obligated under the *Occupational Safety and Health Act (WA) 1984 (the OSH Act)* to ensure the safety and health of all school-based workplace participants. Therefore St. Andrew's Catholic Primary School will endeavour to:

- ensure the safety, health and welfare of all employees, students, their parents, community members and other persons who are **legally** present on school premises. School premises include places away from school campus such as a campsite where school excursions may take place from time to time
- develop, promote, and maintain a safe and healthy working environment that seeks to minimise the risk of injury or illness for such people
- create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment
- ensure that adequate financial, physical and human resources are available to support the management of occupational safety and health in the school

### PRINCIPLES

- 1 St. Andrew's Catholic Primary School recognises that it has a responsibility to abide by the provisions of the *OSH Act* and the *Code of Ethical Conduct* to put in place procedures and processes to develop, promote and maintain a safe and healthy environment for all members of staff including teachers, students, their parents, guardians, caregivers, community members and other persons who are *legally* present on school premises.
- 2 The principal of St. Andrew's Catholic Primary School shall, so far as practicable, provide and maintain a working environment where staff, students and community members are not exposed to hazards.
- 3 When engaged in workplace activities, school employees of St. Andrew's are required to take reasonable care for their own health and safety. Further, they have a responsibility to avoid situations and practices (including acts or omissions) that may precipitate danger to the health and safety of others.
- 4 In accordance with the *OSH Act*, an employee may give notice to the employer (i.e. Principal of St. Andrew's catholic Primary school), requiring the election of a safety and health representative. The OSH representative(s) may be member(s) of the teaching and/or non- teaching staff.
- 5 OSH representatives for St. Andrew's will be elected to their position in accordance with the *OSH Act*.
- 6 The OSH representative for St. Andrew's Primary School is not liable for accidents/incidents that occur in the workplace.

7 To meet the consultative requirement of the *OSH Act*, the cycle of continuous improvement inherent in the Australian and New Zealand Standards for Occupational Health and Safety Management Systems: Specification and Guidance for Use [AS/NZS 4801:2001] and in the interests of building a culture of safety, St. Andrew's Catholic Primary School *may choose to establish and effectively operate a whole-of school OSH committee.*

## PROCEDURES

- 1 Staff at St. Andrew's Catholic Primary School will be involved with the development of the OSH policy. The contents of the OSH policy will be communicated to all staff members. This policy will be based on that of the CECWA Policy statement 2-C14 "Occupational Safety and Health in Schools."
- 2 Specifically employees of St. Andrew's catholic primary school shall:
  - follow the principal's safety and health instructions
  - appropriately utilise personal protective clothing and equipment where appropriate (i.e. as intended)
  - take care of and appropriately maintain equipment
  - report suspected or actual hazards to the school-based OSH representative and /or principal
  - immediately report work-related injuries or near miss or concerning incidents to the school principal and school based OSH representative and complete requisite paperwork
  - cooperate with the principal, members of the school management team, the school-based OSH representative and whole of school OSH committee members (where applicable) to enable the employer to execute its obligation under the *OSH Act*
3. Any person employed by St. Andrew's Catholic Primary School may request the election of a school-based OSH representative. All employees are eligible to be elected. A person who is elected as a safety and health representative is elected for a period of up to 2 years.
4. The OSH representative for St. Andrew's Catholic Primary School is entitled to paid time off to attend the compulsory Catholic Education Office training course.
5. To meet the employer's obligations under the *OSH Act*, the principal of St. Andrew's Catholic Primary School *may work collaboratively with the school-based OSH representative(s) to form a whole-of-school OSH committee.* Membership of this committee may consist of:
  - the principal or a delegated representative (e.g. an assistant principal) of St. Andrew's Catholic Primary School
  - St Andrew's OSH representative
  - a member/s of St Andrew's staff
  - parent/school based representative of St Andrew's

As detailed in the *OSH Act*, *WorkSafe Guidelines and the AS/NZ Standards 4360:2004 Risk Management and AS/NZ Standards 4801:2001 Occupational Health & Safety Management Systems*, St Andrew's OSH representative/s have the following functions:

- carry out regular workplace inspections
- immediately carry out an appropriate investigation of any accident or near miss to any person engaged in work or study or approved activity; at the school premises
- keep abreast of health and safety information provided by the principal of St Andrew's and relevant external bodies (e.g. WorkSafe)

- liaise as necessary with WorkSafe, the department of Industry and resources and other relevant Government or private bodies
- consult and cooperate with the employer on all matters relating to workplace health and safety
- liaise with employees regarding work-based safety and health issues
- promote a culture of safety amongst all school participants including the principal of St Andrew's, members of the management team, students, their parents and community members
- immediately report to the principal of St Andrew's any potential or actual hazard that poses a danger to the safety and health of staff, students, community members and visitors to the school
- issue provisional improvement notices (PINs) where they believe existence of a breach of the OSH Act or regulations. A PIN is similar to an improvement notice issued by a WorkSafe inspector, except for its 'provisional' nature. Before issuing a PIN, the school-based OSH representative shall liaise with the principal of St Andrew's to discuss the issue. These discussions shall canvas risk assessment of the identified hazard and control measure options. The principal of St Andrew's shall take appropriate corrective action upon receipt of a PIN

In accordance with the OSH Act there are penalties for breaches of the OSH Act. Penalties may be applied to the principal of St Andrew's Catholic Primary School, other persons having control of premises and employees

The principal of St Andrew's Catholic Primary School shall inform WorkSafe and the Workforce Relations Team if an employee or a person at St Andrew's School who is not an employee incurs an injury or disease at St Andrew's premises that results in the death of that employee or person