Heritage College Sydney
wisdom through knowledge

WORK HEALTH AND SAFETY

1. POLICY

Christadelphian Heritage College Sydney ("CHCS") aims to achieve Work Health and Safety ("WHS") by complying with the NSW Work Health and Safety Act 2011 No 10, the Work Health and Safety Regulation 2017 other *workplace* related legislation, relevant Codes of Practice, Australian Standards, Industry Standards and Guidance Material.

It should be noted that words in *italics* in this document have a specific definition within the NSW Work Health and Safety Act 2011 No 10 ("the Act").

2. GUIDING PRINCIPLES AND PROCEDURES

2.1 CHCS, as the relevant *person conducting a business or undertaking* ("PCBU"), recognises its responsibility for the health, safety and welfare at the *workplace* (which includes vehicles in use on CHCS-related business) of all students, visitors and *workers* (employees, contractors, their employees', their subcontractors and *volunteers*). This covers all premises, working environments (both on-site and off-site), the provision of information and instructions, training and supervision, and the provision of adequate facilities.

2.2 CHCS has a risk management approach to WHS and recognises the need for continuous improvement of its WHS management systems and processes. The College is committed to the establishment of appropriate safety systems.

2.3 In particular, CHCS strives to:

- Provide and maintain a safe work environment;

- 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 (and ensure access is maintained);

- Provide instruction, training, information and supervision; and

- Monitor the health of *workers* and conditions at the *workplace*.

3. KEY RESPONSIBILITIES

3.1 Health and Safety Committee

3.1.1 The College will appoint a Health and Safety Committee ("H&SC"), which will comprise at least three staff members and one management representative (including the Chief Warden).

3.1.2 The Health and Safety Committee will

- Be aware of and monitor CHCS compliance with WHS legislation, relevant Australian Standards and Codes of Practice, and advise staff of their responsibilities in this regard;

- Promote a better practice approach within CHCS and manage integration of WHS into CHCS planning and operations as necessary;

- Respond to WHS audit recommendations and oversee implementation of accepted recommendations;

- Provide a positive example to students and staff of appropriate safety practices;

- Coordinate a College emergency evacuation or lockdown at least once per term and maintain classroom evacuation plans;

- Inspect buildings and College grounds regularly and before major events, for safety risks;

- Record, recommend and follow up the maintaining, removal, and/or replacement of items in buildings and grounds that pose a risk which are likely to impact health and safety;

- Investigate all serious injuries, illnesses, dangerous incidents or near misses and make recommendations to management as to what is reasonably practicable in the circumstances;

- Document all risk assessments in the H&SC minutes to confirm that they have been completed and approved, and that protocols have been followed;

- Ensure that CHCS follows appropriate procedure when staff return from absence due to a work place-related illness, incident or accident;

- Submit a regular report to management on WHS risks and issues which could impact CHCS;

- Contact Workcover by phone initially, then as required by the Act in writing as soon as is reasonably practicable, if there is a serious injury, illness or dangerous incident *(for explanation, see the 'Reacting to Critical Incidents Policy')*.

3.2 Officers of the PCBU

3.2.1 CHCS is the PCBU. The officers of the PCBU include members of the College management team. They make or participate in making decisions that affect the whole, or a substantial part, of the business of CHCS or have the capacity to significantly affect CHCS's financial standing.

3.2.2 They must demonstrate due diligence by such practices as:

- Ensuring WHS practices and systems are effective;

- Acting on unsafe practices/*workplaces*/incidents;

- Reporting regularly on safety performances;

- Ensuring suitable WHS expertise is retained.

3.2.3 Officers of the PCBU do this by:

- Acquiring safety knowledge and keeping up to date;

- Understanding business health and safety risks;

- Providing resources to identify and control risks;

- Receiving and considering business incidents (including near misses) and risks;

- Ensuring WHS compliance;

- Auditing and reviewing WHS processes and the use of resources.

3.3 Workers

3.3.1 Every *worker* should be aware of their responsibilities with regard to WHS legislation, relevant Australian Standards and Codes of Practice. *Workers* must:

- Take reasonable care for their own health and safety;

- Take reasonable care that their conduct does not adversely affect others;

- Comply, so far as they are reasonably able, with instructions;

- Cooperate with notified policies and procedures.

3.3.2 The assessment of a *worker's* failure to take reasonable care is made relative to the PCBU's actions to do what is reasonably practicable, considering:

- The systems of work in place at the time;

- The training, information, instruction and supervision provided;

- Whether the *worker* was working within their stated role;

- Whether any other *worker* was placed at risk;

- Whether the *worker* acted intentionally or recklessly.

3.3.3 *Workers* have the right to cease or refuse to carry out work if they have a reasonable concern that the work would expose them to a serious health and safety risk from an immediate or imminent exposure to a hazard or if they are directed to cease from work by a *Health and Safety Representative* (HSR).

3.3.4 *Workers* should promptly report to the H&SC or management all risks or incidents (including near misses) that could lead to injury, loss or damage for the purpose of facilitating an investigation and remedial action.

3.4   Risk Assessments

3.4.1 *Workers* need to submit a risk assessment for any excursion or activity that is separate to their usual practice;

3.4.2   Risk assessments must be sent to the Principal before notes are issued to parents. The Principal will sign off the documentation after all those listed as supervisors have indicated their agreement with the conditions, including identified risks and mitigating controls;

3.4.3   The risk assessments will then be stored by administration personnel and listed on the monthly WHS Report that is distributed to both staff and the Board;

3.4.4   Any new equipment must be checked by a H&SC member prior to it being used. This will include checking for safety measures, staff induction on its use and signage.

3.5 Other Persons

3.5.1   All other persons at CHCS have a duty to:

- Take reasonable care for their own health and safety;

- Take reasonable care that his or her own acts or omissions do not adversely affect the health and safety of other persons; and

- Comply, so far as they are reasonably able, with any reasonable instruction given by CHCS management or *workers* to allow them to comply with their duties.

3.5.2 To achieve this, all other persons will be made aware of relevant safety procedures by a delegated officer of the PCBU and will be encouraged to report safety risks and incidents (including near misses) to administration. An announcement of safety procedures will be made at the start of CHCS events that involve visitors.

3.5.3 Other persons (such as contractors) will be given written safety expectations and/or a risk assessment of the facilities, as relevant. They will be required to show evidence of appropriate insurance for the activity that is to be undertaken and/or any qualification necessary for the contractor and/or sub-contractor to be able to satisfactorily and safely complete the task.

3.5.4 Hirers of CHCS facilities will be given written safety expectations and/or a risk assessment of the facilities. They will be required to show evidence of appropriate insurance for the activity.

3.6 Health and Safety Representative

3.6.1 Any staff member has the right to seek election to the role of Health and Safety Representative ("H&SR") and the PCBU has a legal responsibility to coordinate the election process within 14 days of the request.

3.6.2 A H&SR's responsibilities are additional to those outlined in the terms of their employment contract. They would be expected to be a member of the H&SC.

3.6.3 A H&SR may opt to receive non-mandatory training. The PCBU has the right to choose the deliverer of this course and must pay for the costs.

3.6.4 If they are accredited through an approved H&SR course provider, the H&SR has the right to issue a Provisional Improvement Notice ("PIN"); otherwise only a Workcover inspector can issue a PIN.

3.6.5 A H&SR will:

- Represent *workers* in relation to WHS;

- Monitor the measures taken by the PCBU to meet their duties;

- Investigate complaints from members of a workgroup (or all *workers* if there are no separate workgroups);

- Inquire into risks to the health and safety of *workers.*

3.6.6 If trained, a H&SR can also:

- Direct unsafe work to cease when necessary;

- Issue a PIN when deemed necessary

4   UNSAFE WORKPLACES AND PROVISIONAL IMPROVEMENT NOTICES

4.1 *Workers* are entitled to stop work if they have a reasonable concern that they, or others, are in serious risk to their health and safety or at imminent risk of exposure to a hazard and they have attempted to consult with the PCBU so as to resolve the concern and remove or reduce the risk.

4.2 A trained H&SR or a representative of Workcover can issue a PIN if they believe that the PCBU or an officer or *worker* of the PCBU has breached the Act or is likely to repeat the breach. A public notification can only be lodged after consultation with the parties involved. The purpose of the PIN is to reinforce the seriousness of the situation to all involved with the aim of rectifying the problem.

4.3 There are specific guidelines governing the issuing of a PIN.

4.4 The PCBU will comply with any request by a WHS *entry permit holder* to enter the premises for the purpose of:

- Inquiring into a reasonably suspected contravention of the Act that has or is occurring and that relates to or affects a *worker*;

- Consulting and advising on WHS matters with one or more *workers* who wish to participate in the discussions.

4.5 A *WHS entry permit holder* is required to provide the PCBU with 24 hours' notice before entering the premises. The PCBU will assist the *WHS entry permit holder* in any inquiry, consultation or advisement process. The PCBU will abide by any PIN, Prohibition Notice or Non-Disturbance Notice issued by a *WHS permit holder*.

5   THE CHCS WORK ENVIRONMENT

5.1 When managing WHS risks, CHCS will give particular attention to the following:

- **Training, information and instruction** – induction of new *workers*, staff access to WHS reports and H&SC members;

- **Working environment** – satisfactory *workplace* layout, suitable floor surfaces, lighting, ventilation and temperature control;

- **Facilities** – satisfactory toilets, drinking water, washing, eating, shade, physical activity spaces, specialised teaching classrooms;

- **Personal Protective Equipment ("PPE")** – appropriate to the activity and hazard, suitable size and fit, *workers* trained in use, maintained or replaced if defective;

- **First aid equipment** – maintained, equipment, facilities and personnel must be accessible to *workers*, adequate numbers of staff require training so as to cover foreseeable eventualities;

- **Emergency Plan** – inform *workers* of all procedures, practice differing scenarios for emergency evacuations and lockdowns;

- **Remote or isolated work/Confined Space** – review and manage risks to *workers* if they are requested to work somewhere other than the CHCS site or in a confined space, provide effective communication between *workers* and CHCS;

- **Airborne contaminants** – monitor and incidents recorded;

- **Hazardous atmospheres** – keep flammable or combustible materials in contained, lockable areas;

- **Falling objects** – *workers* and other persons to be kept away from dangerous areas, *workers* to comply with appropriate safety procedures.

5.2 Common WHS hazards

- **Electrical work** – electrical work to be completed by licensed electrical contractors, tagging of all plug-in electrical equipment;

- **Noise** – *workers* instructed to wear PPE where environment or activity exceeds the exposure standard;

- **Slip and falls** – maintain safe access to and exit from all *workplaces*, maintain areas prone to slippage such as practical areas, stairs and verandas;

- **Hazardous manual tasks** – instruct *workers* in regard to posture, force, duration, frequency as well as nature, size and weight of objects and correct manual handling techniques for each;

- *Plant* **and structures** - ensure only trained *workers* use *plant*, competent people to regularly inspect *plant* and maintain according to the manufacturer's specifications or replace, store *plant* safely when not in use;

- **Hazardous chemicals** – Provide information and training to *workers*, use Chemwatch, maintain Material Safety Data Sheets, identify risks of physical or chemical reaction, keep chemicals isolated and stable, eliminate or minimise ignition sources, maintain appropriate safety signage, maintain a Chemical Store, limit access to trained and competent *workers*.

- **Playgrounds/playground** - maintain safe access and egress, maintain areas prone to trip and fall hazards, monitor equipment for wear and tear and cut hazards, erect barriers and signage to prevent access to areas with high WHS risks, review grounds for safety hazards (e.g. glass, stones, large divots).

- **Transport zones** – have clearly designated bus drop off and pickup areas that are supervised. Restrict student access to staff car parking facilities. Limit vehicle access to CHCS grounds. Monitor traffic zones.

6   CHIEF WARDEN

6.1 The Principal will appoint a Chief Warden. Management will provide opportunities for the Chief Warden to receive specific training as necessary (e.g. first aid, WHS) and CHCS will assist the Chief Warden in implementing, recording and maintaining of all safety issues in CHCS.

6.2 The Chief Warden will:

- be an appointed staff member (preferably full time);

- be a member of the H&SC;

- maintain current certification in first aid;

- be aware of the policies governing CHCS in regard to WHS and monitor compliance by coordinating regular inspections of the fire equipment, electrical equipment, pest control, fume cupboards, etc.;

- provide a positive example to students and staff of appropriate safety practices;

- ensure CHCS safety procedures are communicated to visitors, contractors and voluntary staff;

- encourage staff to maintain a safe learning environment for the students;

- respond to accidents involving injury and provide appropriate care;

- follow up accidents involving injury by completing a Record of Injury Report;

- organise first aid kits around CHCS and in CHCS owned vehicles, and ensure the kits are inspected regularly or following an incident and restocked as necessary;

- oversee an emergency evacuation or lockdown test at least once per term and maintain classroom evacuation plans;

- record and respond to issues involving items which pose a WHS risk in the buildings and around the grounds of CHCS and report these to the HSC;

- organise and coordinate annual staff CPR certification and other necessary requirements relating to WHS;

- guide rescue services during a Critical Incident.

ACCOUNTABILITIES

Position	Accountabilities
College Board	• Recognise that all injuries and illnesses or dangerous incidents (including near misses), whenever foreseeable, are preventable. • Committed to the application of this policy and related procedures. • Require and, where necessary, follow up regular WHS reports from management. • Require a WHS audit be completed of the College at least every five years by a qualified independent WHS auditor (preferably with experience in conducting WHS audits of schools). • Support management in the identification and mitigation of WHS risks.
Management (PCBU)	• Committed to the application of this policy and related procedures, including monitoring effectiveness. • Overall accountability to minimise injuries, illnesses or dangerous incidents at CHCS. • Consult with staff on WHS related issues affecting the *workplace* to identify and assess risks to health and safety, decide ways to eliminate or minimise those risks, decide on the adequacy of facilities for *worker* welfare, propose changes that may affect the health and safety of *workers*, and investigate all incidents or near misses and react appropriately, including informing the necessary authorities. • Provide regular WHS reports to the Board, including any emerging WHS risks, issues or trends.
Staff	• Model appropriate safe behaviour at all times • Ensure that students are adequately supervised at all times • Implement this policy and related procedures, including promptly reporting any WHS risks, incidents and near misses to College management.
Parents/caregivers	• Support the College in providing and maintaining a safe work environment.

AWARENESS

All staff should be made aware of this policy and related procedures.

REFERENCES

Documents that should be referred to in conjunction with this policy and procedure are listed below:

Document Type	Title
Legislation	CHCS NSW Work Health and Safety Act 2011 No 10 Work Health and Safety Regulation 2017
Policy	Reacting to Critical Incidents Policy
Forms	Incident Report form Record of Injury form

DOCUMENT CONTROL

1. Ownership and Approval of this Document

Role	Name	Position title	Date
Owner	M.Sharman	Principal	28 November 2022
Approver	College Board		28 November 2022

2. Review

Stage	Date
Original Policy/Procedure	March 2011
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