



## OCCUPATIONAL SAFETY & HEALTH POLICY

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### RATIONALE

Dignity, safety and well-being of people are central to the church's teaching. The Catholic Education commission of Western Australia (CECWA) 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, Liwara Catholic Primary School shall 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.

This policy recognises that the health and safety of all employees, students, contractors and visitors within Liwara is the responsibility of the Principal. In fulfilling this responsibility, the Principal has a duty to provide and maintain so far as is reasonably practicable a working environment that is safe and without risk to health, and includes:

- I. providing and maintaining safe plant and systems of work
- II. making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances
- III. maintaining the work place in a safe and healthy condition
- IV. providing adequate facilities to protect the welfare of all employees and students
- V. providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

The Principal is responsible for the implementation and monitoring of this policy.

The health and welfare of all employees at Liwara is of major concern and to that end, we are committed to the Policy template 2017 provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.

In fulfilling the objectives of this policy, the Principal is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

## DUTIES

Liwara will take every reasonably practicable step to provide and maintain a safe and healthy work environment for all employees, students, contractors and visitors. The Principal is responsible for the effective implementation of the school's health and safety policy and shall:

- observe, implement and fulfil its responsibilities under the Occupational Health and Safety Act 2004 and regulations that apply within the state
- ensure that the agreed procedures for regular consultation between the Principal and those with designated and elected health and safety functions are followed
- ensure that all specific policies operating within Liwara are periodically revised and are consistent with school health and safety objectives
- provide information, training and supervision for all employees in the correct use of plant, equipment and substances used within the school
- ensure that all employees, students, contractors and visitors inform the school of incidents and accidents occurring on the school premises so that health and safety performance can be accurately gauged
- shall consult with staff and their representatives' on actions taken to improve health and safety at the school

## ALL EMPLOYEES

- have a duty to take reasonable care for their own health and safety and of others affected by their actions of work
- should comply with the safety procedures and directions agreed between the Principal, employees and with the elected occupational health and safety representative
- will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students
- must act in accordance with agreed school procedures for accident and incident reporting and report potential hazards to the Principal

## CONTRACTORS

According to Section 21 of the Occupational Health & Safety Act 2004 outsourcing work to contractors does not remove an employer's occupational health & safety obligations.

Liwara shall, as far as practicable, ensure that a contractor and its employees:

- Carry out their work in safe premises using proper and safe plant and equipment
- Employ systems of work that are safe and in which there has been adequate instruction, training and supervision.

For the purposes of this policy, contractors engaged to do work in the school also have obligations to ensure safe work practices and shall comply with the contractor's policy.

The contractor and the Principal or Principal's nominee will complete a Job Safety Analysis. A Job Safety Analysis should form part of the school's safety manual.

At Liwara, Contractors need to be:

- I. Suitably experienced to perform tasks;
- II. In possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations;
- III. Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

Liwara has a list of contractors who regularly undertake maintenance or improvements. They and the quality of their work are well known to us.

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works.

The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site.

Contractors may be defined as employers if they engage other Contractors to carry out some of their work.

Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the school's environment.

Prior to the commencement of work the contractor shall

- Confirm with the Principal/Principal's nominee that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan if applicable
- Provide copies of licenses & permits
- Provide copy of currency of WorkCover Certificate and public liability
- Perform a risk assessment to ensure the work place is free of hazards.

Upon the completion of work the Principal or Principal's nominee will inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site

This policy is of a general nature in that it covers procedures and practices not already covered in another policy. We have the following policies already operating in our school:

- Administration of Medication to Students
- Anaphylaxis Management
- Asthma
- Attendance
- Behaviour Management
- Bullying and Harassment
- Crisis Management
- Dealing with Staff Harassment
- Dispute and Complain Resolution
- Early Intervention

- Enrolment
- Excursions and Camps
- Gifted and Talented
- Homework Framework
- Intraschool and Interschool Selection
- Code of Conduct
- Management of Confidential Information
- Nut Aware
- Occupational Health and Safety
- Pastoral Care
- Privacy Policy
- Religious Education
- Selection and Use of Appropriate Texts
- Staff Dress Code
- SunSmart
- Uniform
- Year 6 Student Leadership

Practices Liwara is a safe place for the whole school community. It is the responsibility of all staff to ensure that it is a safe environment for themselves, students and for each other. The following practices will apply:

- Staff will complete a checklist for his/her place of work once a term.
- Completed checklists need to be given to the OH&S Officer.
- A meeting will be arranged with the School Leadership to discuss checklist responses, issues and/or concerns raised from Check lists and appropriate action taken.
- When staff becomes aware of a safety hazard inside or outside of the class room area, he/she should immediately inform the OH&S Officer and/or one of the Administration team.
- Staff must make themselves aware of those children on emergency plans.
- Child emergency should be on display in the staff room, the office and the child's classroom in plain view and highlighted for relief teachers.
- At no time should a child be left unattended in any room.
- Classroom doors need to be locked during recess and lunch time.
- At no time should a child be put outside the classroom as a consequence of breaking class rules without constant supervision.
- Staff should use approved safety ladders and must not climb on chairs and/or desks.