

Work Health and Safety Policy

Purpose	The purpose of this policy is to outline the River School's governance framework for achieving excellence in health and safety and the protection of the environment in which it operates.	
Scope	This policy applies to <i>The River School's</i> Board, all officers, all workers and other persons at <i>The River School</i> and <i>Early Childcare Centre (ECC)</i> , including students, parents, volunteers, and contractors.	
Responsibility	School Principal	
Legislation	<ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011 (Qld)</i> • <i>Work Health and Safety Regulation 2011 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Act 2017 (QLD)</i> • <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i> 	
Related Policies & Documents	<ul style="list-style-type: none"> • The River School Risk Management Policy & Framework • The River School Complaints Handling Policy • The River School Code of Conduct Policy • The River School Workplace Bullying Policy • The River School <i>Disaster and Emergency Manual</i> • Incident /Hazard Reporting Form • The Incident (body injury) Reporting Form • Maintenance Reporting Form • Maintenance Plan v 4 • Annual Work Health and Safety Risk Assessment Checklist 	
Status	Approved by AME Ltd Board	Supersedes <i>Workplace Health & Safety 2014</i> <i>Workplace Health & Safety 2018</i>
Last Review Date	June 2019 2020	Next Review Date June 2021
Review Cycle	Annually	Version ID WHS2020
Authorisation	Board Chair	Date of Authorisation June 2020
Policy Owner:	AME Ltd Board	

1. Policy Statement

The River School is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as students, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

In line with the *Work Health and Safety Act 2011 (Qld)* and the *Work Health and Safety Regulation 2011 (Qld)*, this means that River School will ensure, so far as is reasonably practicable:

- that the school complies with all legislation relating to health and safety;
- to eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- to provide information, instruction and training to enable all workers to work safely;
- to supervise workers to ensure work activities are performed safely;
- to consult with and involve workers on matters relating to health, safety and wellbeing;
- to provide appropriate safety equipment and personal protective equipment;
- to provide a suitable injury management and return to work program

This commitment is in line with The River School's responsibility under the *Education (Accreditation of Non-State Schools) Regulation 2017* to comply with the requirements of the *Work Health and Safety Act 2011*.

2. Definitions

Definitions relevant to this policy include:

- Person Conducting a Business or Undertaking
- Officer
- Dangerous incident
- Due diligence
- Health and safety representative
- Reasonably practicable
- Serious injury or illness
- Worker

3. Responsibilities

The River School acknowledges that a duty under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* cannot be transferred or delegated to another person.

The River School also acknowledges that in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

1. More than one person can concurrently have the same duty
2. Each duty holder must comply with that duty to the standard required by the legislation even if another duty holder has the same duty
3. If more than one person has a duty for the same matter, each person—
 - a. retains responsibility for their duty in relation to the matter; and
 - b. must discharge their duty to the extent to which they have the capacity to influence and control the matter or would have had that capacity but for an agreement or arrangement purporting to limit or remove that capacity; and
 - c. must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter

The River School has a designated Work Health and Safety Officer. The **WHS Officer** is: **Pira Bereziat** (Office Manager); and a Work Health and Safety Committee, which has seven main functions. To:

1. encourage cooperation between administration and employees to carry out and monitor measures designed to ensure health, safety and welfare issues that arise at the workplace;
2. assist in resolving health, safety and welfare issues that arise at the workplace;
3. assist in the formulation of health, safety and welfare policies, practices and procedures that are to be followed in the workplace;
4. consult on any proposed changes to health, safety and welfare policies, practices or procedures, which may affect health, safety or welfare;
5. review developments in the field of rehabilitation and the employment of workers with some form of disability; and
6. assist in the return to work of employees who have suffered from work related injuries
7. Review and update if required, The River School's *Disaster and Emergency manual*, signage and procedures.

The Workplace Health and Safety Committee undertakes a Risk Management Audit annually (Appendix 1).

The members of the Work Health and Safety Committee are:

- Anne Donoghoe – Principal
- Pira Bereziat – Office Manager
- Jaro Rykers – Grounds Keeper

The Work Health and Safety Committee will meet every six months or as required to address any safety and health issues that require attention.

The Work Health and Safety Committee is a part of *The River School's Risk Assessment Committee*. The School Grounds Keeper is only required to attend when matters regarding Health and Safety are discussed.

4. Person Conducting a Business or Undertaking

In its legal role as a *Person Conducting a Business or Undertaking*, The River School must undertake its role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

- 4.1 The River School will ensure, so far as is reasonably practicable, the health and safety of:
 - a. Workers engaged, or caused to be engaged by the school; and
 - b. Workers whose activities in carrying out work are influenced or directed by the school; while they are at work in the school.
- 4.2 The River School will ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the school.
- 4.3 The River School will also ensure, so far as is reasonably practicable:
 - a) the provision and maintenance of a work environment without risks to health and safety; and
 - b) the provision and maintenance of safe plant and structures; and
 - c) the provision and maintenance of safe systems of work; and
 - d) the safe use, handling and storage of plant, structures and substances; and
 - e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the school, including ensuring access to those facilities; and
 - f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the school; and
 - g) that the health of workers and the conditions at the school are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the school.

- 4.4 If a worker occupies accommodation that is owned by or under the management or control of The River School, The River School will, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.
- 4.5 The River School will ensure, so far as is reasonably practicable, that the school, the means of entering and exiting the school and anything arising from the school are without risks to the health and safety of any person.
- 4.6 The River School will ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.
- 4.7 The River School will ensure the provision of consultation, cooperation and issue resolution in relation to work health and safety as required under the relevant provisions of the legislation
- 4.8 The River School will ensure compliance when reporting notifiable incidents under the relevant provisions of the legislation.
- 4.9 The River School's governing body must also undertake its role and responsibilities under the *Education (Accreditation of Non-State Schools) Regulation 2017* by complying with the *Work Health and Safety Act 2011*.

5. Officers

In their legal role as Officers, The River School Board, Principal and Senior Executive Team (including the Deputy Principal, Business Manager, Office Manager and ECC Director) must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

- 5.1 If *The River School* has a duty or obligation under the legislation, an Officer will exercise due diligence to ensure that the school complies with that duty or obligation.
- 5.2 Due diligence includes taking reasonable steps —
 - a. to acquire and keep up-to-date knowledge of work health and safety matters; and
 - b. to gain an understanding of the nature of the operations of *The River School* and generally of the hazards and risks associated with those operations; and
 - c. to ensure that The River School has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the school; and
 - d. to ensure that The River School has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
 - e. to ensure that The River School has, and implements, processes for complying with any duty or obligation of the school under the legislation; and
 - f. to verify the provision and use of the resources and processes mentioned above.

6. Workers

In their legal role as *Workers*, employees of *The River School* and *ECC*, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the school, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

- 6.1 take reasonable care for his or her own health and safety; and
- 6.2 take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
- 6.3 comply, so far as the Worker is reasonably able, with any reasonable instruction that is given by The River School to allow compliance with the legislation; and

6.4 co-operate with any reasonable policy or procedure of The River School relating to health or safety at the school, that has been notified to Workers.

7. Responsibilities of Others at the School

In their legal role as Other Persons at the school, Board members, students, parents and visitors, must undertake their role and responsibilities under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* as follows:

- 7.1.1 take reasonable care for his or her own health and safety; and
- 7.1.2 take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
- 7.1.3 comply, so far as the person is reasonably able, with any reasonable instruction that is given by The River School.

8. Implementation

8.1. Implementation under the *Work Health & Safety Act 2011* and the *Work Health and Safety Regulation 2011*

In practice, The River School's commitment to protecting Workers and Other Persons against harm to their health and safety means that it will implement the following measures in line with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

- A risk management process
- Provide information, training, instruction and supervision
- Provide a process for consultation, cooperation and issue resolution

Further details of these measures are provided below:

8.2. Risk management process

The River School's *Risk Management Framework* provides further guidance on the process and approach to managing risks at the school.

8.3. Provide information, training, instruction and supervision

In accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*, The River School will ensure that appropriate information, training, instruction and supervision is provided to the WSH Officer and River School & ECC Workers to enable them to perform their work without risk to their health or safety, as far as is reasonably practicable. This information, training, instruction and supervision will be suitable and adequate, having regard to:

- The nature of the work carried out by the worker; and
- The nature of the risks associated with the work at the time the information, training, instruction or supervision is provided; and
- The control measures implemented.

The River School will ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

The River School's *Risk Management Framework and Policy* provides further guidance on the information, training, instruction and supervision provided to Workers at the school.

8.4. Provide for consultation, cooperation and issue resolution

The River School acknowledges its duty to consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking, who are or are likely to be, directly affected by a matter relating to work health or safety. Where more than one person has a duty for the same matter, each person, must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter.

The River School will consult with workers in relation to the following health and safety matters in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*:

- a) when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the school;
- b) when making decisions about ways to eliminate or minimise those risks;
- c) when making decisions about the adequacy of facilities for the welfare of workers;
- d) when proposing changes that may affect the health or safety of workers;
- e) when making decisions about the procedures for —
 - (i) consulting with workers; or
 - (ii) resolving work health or safety issues at the workplace; or
 - (iii) monitoring the health of workers; or
 - (iv) monitoring the conditions at any workplace under the management or control of The River School or
 - (v) providing information and training for workers; or
- f) when carrying out any other activity prescribed under the relevant legislation.

When consulting with workers, The River School will ensure:

- a) that relevant information about the matter is shared with workers; and
- b) that workers be given a reasonable opportunity —
 - (i) to express their views and to raise work health or safety issues in relation to the matter; and
 - (ii) to contribute to the decision-making process relating to the matter; and
- c) that the views of workers are taken into account by The River School,
- d) that the workers consulted are advised of the outcome of the consultation in a timely way; and
- e) that records of the consultation process and outcome are retained

The River School's *Complaints Handling Policy and Procedures* provide further guidance on resolving work health and safety issues.

8.5. Implementation under the *Education (Accreditation of Non-State Schools) Regulation 2001*

In accordance with the *Education (Accreditation of Non-State Schools) Regulation 2017* The River School will ensure that:

- Awareness of this Policy is raised
- This Policy is accessible by staff, students, parents and guardians
- This Policy is implemented
- Training on this Policy is provided
- A complaints procedure is provided

8.6. Training

The River School will train its staff on this Policy and any related processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually. All staff contracted to work at The River School, as a condition of their employment, are responsible for ensuring appropriate First Aid training is up to date.

The River School will keep an up-to-date First Aid Register in the office and will notify staff when training is due.

8.7. Implementing the Processes

The River School will ensure it is implementing this Policy and any related processes relating to the health, safety and conduct of staff and students by auditing compliance with this policy and related processes annually.

8.8. Accessibility of Processes

This Policy and any related processes relating to the health, safety and conduct of staff and students are accessible on the school website and are available on request from the school office.

9. Complaints Procedure

Suggestions of non-compliance with this Policy and any related processes may be submitted as complaints under *The River School's Complaints Handling Policy*.

10. Compliance and Monitoring

In line with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* and its duties The River School is committed to monitoring the health of workers and the conditions at the school.

The River School has implemented an *Incident / Hazard Reporting Form* and *Maintenance Reporting Form* that require workers and other persons to report any hazards or incidents resulting in potential or actual harm to health and safety. The River School will regularly monitor, collate and report on hazards and incidents in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*.

The River School is also committed to reporting notifiable incidents to Workplace Health and Safety Queensland in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the school.

11. Reporting

11.1. Reporting Hazards

To ensure the safety of the workplace, all hazards should be reported even if you think someone should already have done so. If you have discovered a hazard you should report it to the Work Health and Safety Officer.

If the hazard is potentially serious or life threatening you should send someone else for help and, without causing any danger to yourself, stay at the scene to warn others of the danger. **DO NOT ENDANGER YOURSELF BY BEING TOO CLOSE TO THE HAZARD OR TRYING TO FIX THE PROBLEM.** Remain at the scene until help arrives or the situation becomes too dangerous to remain.

11.2. Reporting Incidents

All incidents that occur on school premises or during off-campus school activities should be reported and recorded on an incident form. Incident report forms are available at the office.

If a major incident occurs, you should stay with the victim and send someone else for help. If you have your walkie talkie or are close to a phone you should contact the school office with the following information:

- your name
- your location
- injured party name if known
- what has happened
- how serious the injury is
- what assistance you need.

If you are trained in first aid, apply the appropriate first aid measures to assist the victim. Whatever your training is, be sure to pass on your observations and any information you have regarding the situation to those who come to aid the situation.

The River School is also committed to reporting notifiable incidents to **WorkCover Queensland** in accordance with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the school.

12. Rehabilitation

It is the responsibility of anyone injured at work to:

- apply for worker's compensation within six months of the entitlement;
- advise their chosen doctor of workplace rehabilitation availability and organise completion of the Work Capabilities Checklist;
- actively participate in workplace rehabilitation, minimising the cost of injury;
- communicate regularly with the Rehabilitation Coordinator (WHS officer) regarding compensation issues; and
- be aware of the *Complaints Handling Policy*.

The WHS Officer fulfils the role of Rehabilitation Coordinator.

The Rehabilitation Coordinator is responsible for:

- determining that absence from work is due to actual illness or injury. If absence exceeds two (2) consecutive workdays, the employee must provide a doctor's certificate within seven (7) days to support the absence. The WHS officer will give a copy of the certificate to the Business Manager who will file it in the relevant employee folder;
- ensuring an efficient system exists for immediate reporting of injuries to establish early worker contact regarding rehabilitation; and ensuring compliance with the employers' duty to notify *WorkCover*, treating all information confidentially;
- educating all workers regarding the Workplace Rehabilitation Procedure following an injury; and for educating supervisors of their role and responsibilities in the Rehabilitation process;
- developing, coordinating and monitoring individual plans with treating doctor, and ensuring such plans and amendments are signed by the treating doctor;
- maintaining an objective confidential file of workers participating in the rehabilitation program. Such files must contain accurate signed case notes, all communications, actions and decisions relating to the case. Verbal and written confidentially must be observed;
- promoting the School Workplace Rehabilitation Program internally with all staff and externally with treating doctors; and
- ensuring accurate statistics including claim duration, average claim cost and injured worker evaluation are maintained.

All staff members are expected to offer support and encouragement to the injured worker. Workplace rosters and procedures are adjusted to enable successful rehabilitation plan implementation. Managers, Supervisors and Fellow Workers are to actively assist the Rehabilitation Coordinator in identifying duties to develop suitable return-to-work plans.

Appendix 1 – Annual Work Health and Safety Risk Assessment Checklist



Date of Inspection: _____

Persons undertaking inspection: _____

1. Management

	Yes	No	N/A	Comments	Action
1. Is the School's Workplace Health and Safety Policy clearly understood?					
2. Is there a designated WH&S Officer?					
3. Are there safe operating procedures or risk assessments?					
4. Are staff aware of specific safety guidelines and procedures?					
5. Are key safety rules displayed in work areas such as laboratories, art rooms, technology centres etc.?					
6. Are checks made on qualifications and training of staff who are involved in areas where there may be workplace health and safety risks?					
7. Are accidents reported and recorded?					
8. Is there an adequate system in place for reporting and rectifying hazards?					

2. Training

	Yes	No	N/A	Comments	Action
1. Is induction training provided on general WH&S policy etc.? (This includes students)					
2. Is training provided specific to the individual, workplace area/department?					

3. Work environment

	Yes	No	N/A	Comments	Action
1. Do school buildings provide sufficient ventilation?					
2. Are local exhaust systems installed to remove harmful gases, vapours, fumes and dusts?					
3. Are noise levels acceptable?					
4. Is lighting sufficient?					
5. Is the room temperature comfortable?					

4. Ergonomics

	Yes	No	N/A	Comments	Action
1. Is the layout of work areas suitable for tasks?					
2. Are appropriate manual handling controls in place?					
3. Are excessively repetitive tasks avoided?					
4. Is appropriate mechanical handling equipment available?					
5. Are work stations supplied with ergonomically suitable furniture and equipment?					

5. Amenities

Last Review Date: June 2020

	Yes	No	N/A	Comments	Action
1. Are separate and clean meal-rooms provided?					
2. Is drinking water readily available?					
3. Are washing facilities adequate?					
4. Are toilets sufficient?					
5. Are staff amenities kept clean?					
6. Is secure storage available for personal items?					

6. Personal protective equipment

	Yes	No	N/A	Comments	Action
1. Has the need for protective equipment been assessed?					
2. If yes, has it been provided?					
3. Is training provided on the use of protective equipment?					

7. Waste management

	Yes	No	N/A	Comments	Action
1. Are there sufficient bins provided?					
2. Is there a system for disposal of general waste?					
3. Is there a system for disposal of chemical waste?					
4. Is training provided on waste disposal procedures?					

8. Floors & aisles

	Yes	No	N/A	Comments	Action
1. Are floors structurally sound?					
2. Is the floor surface even?					
3. Are floors clear of waste, oil and water?					
4. Are floors free of tripping hazards?					
5. Are aisles of sufficient width? e.g. workshop walkways, classroom rows					

9. Special work procedures

	Yes	No	N/A	Comments	Action
1. Is there a permit and induction procedure for outside contractors?					
2. Are there special procedures in place for hot work?					
3. Are there special procedures in place for working in confined spaces?					
4. Are there special procedures in place for working at heights?					
5. Are there procedures for out of hours work or working alone?					

10. Mechanical & heat hazards

	Yes	No	N/A	Comments	Action
1. Is there adequate railing on ramps, walkways and stairs?					
2. Do ladders and steps appear adequate?					

11. Electrical equipment

	Yes	No	N/A	Comments	Action
1. Is electrical work carried out in accordance with legislated regulations?					
2. Are all items of specified electrical equipment tested and tagged on an annual basis?					
3. Are power points, multi-outlet boards of an appropriate type and clear of benches and floors?					
4. Are electrical leads in positions of safety?					

14. Compressed & fuel gases

	Yes	No	N/A	Comments	Action
1. Are cylinders securely restrained?					
2. Are gas systems periodically pressure and leak tested?					

16. Emergency equipment

	Yes	No	N/A	Comments	Action
1. Are written emergency procedures available to all staff?					
2. Are emergency contact telephone numbers prominently displayed?					
3. Are first aid kits available and regularly checked?					
4. Are there trained first aid officers on staff?					

17. Evacuation procedures

	Yes	No	N/A	Comments	Action
1. Are evacuation procedures displayed?					
2. Are staff members trained in what to do in the event of an emergency evacuation?					
3. Are regular emergency practices conducted?					
4. Are emergency exits kept clear?					
5. Is there emergency lighting where appropriate?					

18. Fire protection

	Yes	No	N/A	Comments	Action
1. Are enough fire extinguishers provided?					
2. Is there clear access to the school site for fire services officers and vehicles?					
3. Are fire extinguishers checked regularly?					



Work Health & Safety Incident/Hazard Report Form

This form must be completed for an incident involving an injury to staff, students, volunteers or parents, or reporting a workplace hazard.

PERSON COMPLETING THE FORM: <input type="checkbox"/> Employee <input type="checkbox"/> Parent/Carer <input type="checkbox"/> Other: (specify)	
First Name: Surname: Email: Position/Job Title: Contact Phone No:	
INCIDENT TYPE: What type of incident are you reporting (select one): <input type="checkbox"/> Injury/Illness <input type="checkbox"/> Hazard <input type="checkbox"/> Property Damage <input type="checkbox"/> Other (specify)	
INCIDENT/HAZARD DETAILS: Date of Incident: Time occurred: AM/PM Date Reported: Reported to: Location: DESCRIPTION OF INCIDENT/HAZARD:.....	
INJURED PERSON DETAILS: SURNAME: FIRST NAME: CLASS NAME: DOB:..... GENDER: M / F ADDRESS:..... POSTCODE: PHONE NUMBER:..... (mobile/home)	
INJURY/ILLNESS DETAILS: Treatment Type (Select all applicable): <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Treatment at GP clinic <input type="checkbox"/> Ambulance called <input type="checkbox"/> No treatment required <input type="checkbox"/> Workcover Medical Certificate Issued <input type="checkbox"/> Intend to seek medical treatment Description of treatment provided:..... Treatment provided by:..... Position/Job Title:..... Description of Injury/Illness (see attached Incident report form for further details): <input type="checkbox"/> Injury Report Form Attached (if necessary)	
Principal Signature:..... Principal Name:..... Date:.....	



Maintenance Reporting

Date: _____ Person Reporting: _____

Site Location: _____

Description: _____

Follow Up taken: _____

Completion Date: _____