

## **WORK HEALTH AND SAFETY AND INJURY MANAGEMENT**

Walford Anglican School for Girls is committed to ensuring, so far as is reasonably practicable, that employees, students, contractors, volunteers and others, whilst at work are safe from injury and illness. Walford will provide and maintain a safe working environment, safe systems of work, and equipment and materials in a safe condition, to protect employees, students, contractors, volunteers and others, against risks to their health or safety arising from work activities performed.

The School will endeavour to ensure compliance with the SA Work Health and Safety (WHS) Act 2012 and the WHS Regulations 2012 and any approved Codes of Practice, together with the Return to Work Act 2014 (RTWA). We will utilise the School's Work Health & Safety Committee to assist in achieving this and our other WHS objectives.

Our key objectives are to identify hazards associated with our workplace and work practices and assess the risk and then implement relevant controls to eliminate and/or manage the associated risks for any person who may be affected.

### **MANAGEMENT OF WORK HEALTH & SAFETY (WHS)**

At Walford maintaining a safe workplace is a shared responsibility and as a result, all workers have a responsibility for reporting any WHS concerns and where practicable and safe to do so, act to immediately eliminate, minimise or control any workplace hazards that are identified.

### **OFFICER RESPONSIBILITIES**

An "officer" is a person who makes, or participates in, decisions affecting the whole or a substantial part of the business; or someone who can significantly affect the School's financial standing.

The Principal and other officers under the WHS Act, including the Council of Governors will, so far as is reasonably practicable:

- provide appropriate information, training and supervision for its employees and other workers
- ensure appropriate financial resources, equipment, personnel and expertise is provided to enable employees and other workers carry out their work safely.
- take all reasonable steps to investigate, control and eliminate workplace hazards.
- develop WHS policies and procedures and determine the WHS priorities for any given year.
- ensure information on health and safety is provided to workers, so they might express their views on matters that impact on their health and safety.
- provide and maintain safe plant and equipment.
- ensure the safe use, handling and storage of plant, equipment and substances.
- provide adequate facilities.
- ensure the health of workplace and the conditions at the workplace are monitored for the purpose of preventing illness or injury.
- ensure that appropriate support and assistance is provided to an employee who may have been injured at work, so they may either remain at or return to work. This includes ensuring that a Return to Work Coordinator, as required by the RTWA has been identified and trained.

### **MANAGER RESPONSIBILITIES**

A Manager is someone responsible for instructing, supervising others and will take the necessary steps to make sure workers are aware of Walford's WHS policies and follow them. They will do everything within their authority to remove or reduce the risk of injury or illness.

The Principal and other Managers under the WHS Act, including the Council of Governors will so far as is reasonably practicable:

- provide safety leadership
- identify hazards and work health and safety risks associated with the activities under your direction
- assess and eliminate or control risk
- provide relevant information, guidance and training
- investigate work related incidents to identify root causes and take steps to prevent reoccurrence
- promptly address work healthy and safety issues raised in consultation with those affected
- refer work health and safety issues that cannot be managed locally to the relevant head of school or administrative department
- take all reasonable care to protect their own health and safety as well as that of other persons with whom they come into contact in performing their work
- actively participate in any training offered with respect to WHS and are proactive in identifying and requesting training in any area where they feel there is a need
- take an active role in bringing to the attention of management or relevant employees any hazards or potential hazards which may affect the safety of the workplace, including any purchases of equipment, which they believe, would assist with the elimination, minimisation or control of an identified hazard.

### **CONTRACTOR RESPONSIBILITIES**

All contractors engaged to perform work for Walford will be required to comply with its WHS policies and procedures, unless the contractor engaged has its own set of WHS policies and procedures of which the School has reviewed and agreed that they meet its requirements.

All contractors engaged will be required, before leaving the workplace of the School to report any hazards or potential hazards or incidents or injuries that may have occurred whilst performing work for Walford.

### **WORK HEALTH AND SAFETY COMMITTEE**

The Work, Health and Safety Committee consists of 10 members.

Permanent members are - the Principal, or Nominee (the Deputy Principal), the Business Director, the Boarding House Manager, School Nurse and the Properties Services Manager.

The elected members are - one Junior School staff representative, one member elected or nominated by the Staff Association, one ELC representative, one Science faculty representative and one Health and Physical Education faculty representative. The term of appointment is 2 years.

The Committee meets twice a term to consider and review safety procedures within the School, the School's compliance with Government regulations and any reported WH&S incidents. The Committee assists the Walford Council of Governors and the Principal in the implementation and management of this Policy and the School's Health and Safety Procedures. A minimum of 5 members, including 3 permanent members, constitutes a quorum for this Committee.

It is the policy of the School that all workers will report any hazard or near miss, which has the potential to be a risk to a person's health, safety or welfare. If urgent, the report will be acted upon by the Property Services Manager. If it is less urgent, it will be processed and addressed by the Work Health and Safety Committee.

### **RETURN TO WORK COORDINATOR**

Walford has appointed and trained its Deputy Principal as its Return to Work Co-ordinator (RTWC) in accordance with section 26 of the Return to Work Act 2014, who in the event of an employee being injured at work, is available to assist in the employee's rehabilitation and return to work.

The RTWC will work in conjunction with the Return to Work claims agent to ensure that the worker's claim is processed appropriately and, where necessary assist in the identification of suitable duties so that the employee can return to work in a safe and timely manner.

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