



# Durack School

## Work Health and Safety Policy

### **Rationale:**

A healthy and safe learning and working environment is vital to the wellbeing of students, staff and the school community. Promotion and maintenance of a safe learning and working environment is a responsibility shared by all.

### **Aim:**

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Work Health and Safety issues within the school.
- To create a team approach to health and safety issues.

### **Implementation:**

- Work Health and Safety is the shared responsibility of **all** staff.
- A Work Health and Safety focus group is established and will meet at least once per term. The WH&S focus group will include the Principal or Assistant Principal, Maintenance Officer, Business Manager, a Teacher and a member of our First Aid Team.
- Adequate resourcing will be available as far as is possible to ensure that the workplace meets the appropriate Work Health and Safety standards.
- Duties re WH&S are built into job descriptions and duty statements.
- All staff will be inducted in WH&S procedures at the beginning of the year or on commencement at the school.
- The Maintenance Officer and Business Manager will conduct safety audits completing WH&S checklists on a monthly and annual basis as specified, and compile reports for the WH&S focus group to act upon.
- Issues relating to WH&S, for example building works being conducted at the school, will be communicated to all staff.
- WH&S will be included as a regular agenda item for whole staff meetings. All staff have access to the "Durack School Portal" and are required to record any WH&S issues on the portal ASAP. Training will be provided to all staff.
- The required number of First Aid trained personnel will be maintained at all times. This is the Business Manager's responsibility.
- Regulations relating to the correct use of equipment and substances will be communicated to relevant staff and adhered to.
- A formal process of reporting, recording and investigating incidents will be adhered to and maintained.
- Any Improvement Notices or Prohibition Notices will be complied with and reported immediately to the Department of Education's WH&S Department.

### **Evaluation:**

- An annual Work Health and Safety review will be conducted by the WH&S focus group or after any serious incident.
- The outcomes of this review will be included within the Principal's report to the Durack School Board. This policy will be reviewed as part of the school's three-year review cycle.

This policy will be reviewed every 2 years.

- Date Ratified by School Board: August 2023
- Review Date: August 2026

