

LS WHS Policy

Aim/Objective: Living School is fully committed to the principles of Work Health and Safety (WHS) and the provision of a safe and healthy work environment for all Board members, staff, students, and visitors.

The school has an obligation to comply with relevant legislation, in particular, the (NSW) Work Health and Safety Act 2011 and Safe Work Australia First Aid In The Workplace Code Of Practice which extends to Board members, staff, students, clients and visitors.

Within this framework, the school supports meaningful and effective consultation with staff and others. Staff input is encouraged and incorporated into the decision-making processes regarding health and safety matters.

The school observes the relevant WorkCover and Workplace Rehabilitation regulations which must be followed unless a better way is documented and adopted.

1. Introduction

Work health and safety (**WHS**) is of fundamental importance to the school.

The purpose of this Statement is to summarise the obligations imposed by WHS legislation on the school and on workers (including employees and contractors).

Maintaining a safe work environment requires everyone's continuous cooperation. It is a partnership between you and the school. This means that, as a worker, you are individually responsible to protect your own health and safety, and the health and safety of your co-workers and other persons who are not employees or contractors by working in compliance with the law and with our safe work practices.

2. The School's Responsibilities

The school's responsibilities under legislation regarding WHS may include doing everything reasonably practicable to:

- a) ensure the health and safety of
 - i. workers engaged, or caused to be engaged by the school, and
 - ii. workers whose activities in carrying out work are influenced or directed by the school,
 - iii. while the workers are at work in the business or undertaking; and
- b) that the health and safety of others is not put at risk from work carried out as part of the business or undertaking;
- c) identify any hazards in the workplace that may be a risk to health and safety and eliminating or minimising those hazards; and
- d) consult with its workers about health and safety issues in the workplace.

Living School adopts a yearly WHS scope of actions - [2023 WHS Annual Plan](#)

3. Your Responsibilities

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.

You must cooperate with the school in ensuring that your workplace is safe and without risk to health. This includes, but is not limited to:

- a) complying with all policies and procedures in place to protect your health and safety at work;
- b) complying with all reasonable instructions from managers in relation to health and safety issues at work;
- c) ensuring that you know how to use equipment safely and that you use all equipment in the correct manner;
- d) using any personal protective equipment provided to you by the school to protect your safety and ensuring that you use this equipment correctly;
- e) ensure that you do not hinder the provision of assistance to an injured worker;
- f) participating in WHS training;
- g) participating in WHS consultation;
- h) reporting all incidents and accidents at the workplace in accordance with this policy. This includes both actual accidents and 'near misses' (that is, where an incident has occurred which had the potential to cause personal injury or damage to school property, even if no injury or damage occurred); and
- i) generally cooperating with the school as required to enable compliance with the law.

4. Reporting Safety Issues

All accidents, injuries and potential safety hazards must be reported immediately to the office and/or the Conductor or both.

The school needs to keep a record of all work-related illnesses and/or injuries, no matter how slight, to comply with WHS legislation.

If you sustain an injury or illness at work you are required to record this via administration, in the Record of Injuries immediately on becoming aware of the injury or illness. This applies even if the injury or illness does not require medical attention, because the school aims to ensure that any existing safety hazards are corrected. The Record of Injuries is done through reporting on the "Incident Report" form for Living School:

- [Incident Reports](#)
- [Serious Incident Reports](#)
- [Accident Reports](#)
- [Bus Incident Reports](#)

It is unlawful to discriminate against or victimise any worker because the worker raises an issue or concern about a workplace matter that he or she considers is not safe or is a risk to health.

5. Contractors:

All contractors and sub-contractors engaged to perform work on the school's premises (or locations) will, as part of their contract, comply with the (NSW) Work Health and Safety Act 2011 and Safe Work Australia First Aid in The Workplace Code of Practice and any specified health and safety policies and procedures of the school.

Where the school engages contractors, any formal contract must include the requirement that the contractor's employees are provided with site-specific safety information and that workers observe directions of the principal contractor.

6. Visitors and others:

All persons have WHS responsibilities and a duty of care to others. In the same way that we expect visitors to exercise reasonable care, the school is responsible for providing a safe environment for everyone.

Visitors and other personnel to the school should partake in an orientation which includes an overview of Living School WHS policies.

7. Principles and Practices:

Living School will promote a proactive approach to health and safety through:

- Risk management principles.
- Structures and processes to ensure effective WHS Consultation.
- Clear delegation of WHS responsibilities and accountabilities.
- Positive and consistent role modelling of good WHS practice at all levels.
- Provision of an adequate, responsible financial budget for WHS requirements.
- Provision of training.
- Written operational and maintenance records and procedures.
- Rehabilitation and counselling, where necessary.

8. Consultation Process:

The WHS Committee will be the consultation mechanism through which broader or more strategic health and safety aspects of the school are monitored and reviewed. The WHS

Committee will advise to meet once a term during school hours, with representation of two staff members, two students and a parent. These meetings can continue with the minimum of two staff members present.

9. Reporting Incidents in the Workplace:

All staff are required to report incidents, dangerous occurrences or “near hits (or miss)” to a WHS officer, and/or the school office. Reporting is done on the “Incident Report” form for Living School: Incident/Accident - <http://living.school/incident-accident-report/>

The report is to be acknowledged and signed off by the Conductor and/or his/her delegate. This form must be filled in within 24 hours of the event occurring.

10. Workers Compensation / Rehabilitation:

Where an incident has resulted in injury, the injured person must report the injury/ies to the Conductor as soon as possible. In the event of a student being injured, the staff member/supervisor in charge is to report the injury.

Workers claiming Workers Compensation must consult with the Conductor and/or his/her delegate, who will direct them in the correct procedures for completing Workers Compensation Forms and in obtaining a Medical Certificate.

Living School will take proactive measures to devise a suitable “Return to Work Plan” and facilitate the early return to work of injured staff members.

References:

[2023 WHS Annual Plan](#)

Safe Work Australia First Aid In The Workplace Code Of Practice

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/693/First%20aid%20in%20the%20workplace.pdf>

Work Health and Safety Regulation 2011 under the Work Health and Safety Act 2011

LS Work, Health and Safety Policy
Policy – 2.B.5
Effective October 2020
Updated March 2023
Review date October 2027



http://www.austlii.edu.au/au/legis/nsw/num_reg/whasa2011whasr20112011674l16d2011607.pdf

NSW Government WorkCover

<http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx>