



PC004	Occupational Safety and Health Policy
<b>Purpose</b>	To regulate the school's occupational safety and health issues.
<b>Authority</b>	Occupational Safety and Health Act (1984) Occupational Safety and Health Regulations (1996)
<b>Policy</b>	The school will endeavour to: Achieve the highest possible standard of workplaces safety and health for all staff, students, volunteers and visitors Take remedial action where injuries have occurred to prevent recurrence Support those who have suffered an injury at school
<b>Delegation</b>	Principal
<b>Related Policies</b>	
<b>Date approved</b>	April 2011, March 2015, May 2019
<b>Next Review Due</b>	September 2022
<b>Review Authority</b>	Governance
<b>Keywords</b>	Risk; safety; workplace; injury; workers compensation; OSH Committee
<b>Authorised by:</b>  <b>Chairman</b>	
<b>Date:</b>	
<b>Author/Reviewer:</b>	Pete Witten – April 2019



## PC004

## Occupational Safety and Health Procedure

The school's risk management approach has at its core:

1. A commitment from all staff members and the School Committee to promote the health, safety and welfare of all staff, students, volunteers and visitors at school.
2. An expectation that issues of concern will be resolved through effective management, communication and consultation.
3. An Occupational Safety and Health Committee which has the mandate to ensure that OSH standards are met.

### **The Principal is responsible for:**

Meeting the requirements of the Occupational Safety and Health Act (1984) and Occupational Safety and Health Regulations 1996.

This responsibility is to be discharged at the school level by:

- Identifying and monitoring potential occupational hazards at the school.
- Assessing the degree of risk associated with any potential hazard identified.
- Designing safe work practices to eliminate or reduce potential risks to health, safety and welfare.
- Promoting the identification and implementation of preventative occupational health, safety and welfare measures.
- Anticipating the health, safety and welfare issues which are likely to arise when changing work practices, modifying work spaces, or commissioning new equipment and facilities.
- Ensuring the prompt and accurate reporting of accidents and injuries, and monitoring subsequent medical or rehabilitation implications which are likely to affect the work performance of an injured member of staff, and/or impact upon the educational programs of students.
- Ensuring the prompt and accurate reporting of 'narrow escapes'.
- Advising the Administration Manager of the need for repairs or alterations to buildings or areas of the school's grounds, replacement of furniture or equipment, and the isolation of potentially dangerous areas.
- Ensuring that the highest practicable levels of occupational health, safety and welfare are promoted by all with areas of assigned responsibility.
- Key teachers, such as heads of schools and course coordinators as well as members of the school's administrative team, have a delegated function on behalf of the Principal to ensure that their areas of assigned responsibility, and the members of staff over whom they have a supervisory role, are managed in ways which promote the highest reasonable practicable levels of occupational health, safety and welfare within their span of control.

***The Principal (or OSH Committee) will represent the occupational health, safety and welfare interests of each staff member by:***

- Carrying out a minimum of 2, up to the preferred quarterly inspections of buildings and grounds as a preventative procedure and submitting a written report of findings to the School Committee.
- Immediately inspecting a location at which an accident has occurred or a potentially dangerous situation has arisen to determine the likelihood of risk or injury to any person.



- Monitoring accident and injury reports about members of the school community.
- Investigating occupational health, safety and welfare issues raised by members of staff, and reporting the outcomes of those investigations to the staff, Principal and the School Committee as appropriate.
- Making representation to the Principal and School Committee on any matter which relates to health, safety and welfare issues at the school.
- Issuing default notices and/or directing work to cease as provided for in the Occupational Health, Safety and Welfare Act.
- Routinely placing Health & Safety issues on general staff meeting agendas.
- Monitoring the work practices of staff to ensure these do not result in excessive fatigue or other mental complications.
- Monitor the need for training and development activities for individual staff members, including the provision of induction/orientation activities for staff members new to areas of responsibility.

***Each staff member has the following responsibilities in relation to occupational health, safety and welfare matters:***

- To perform his/her full range of employment duties and responsibilities in ways which protect his/her own health (including mental), safety and welfare and which protect the health, safety and welfare of all other members of staff, students and visitors at the school.
- To familiarise and comply with the school's policies and requirements, especially those which relate directly to his/her specific teaching/learning area.
- To comply with instructions from the Principal regarding occupational health, safety and welfare issues.
- To identify, assess and control potential risks to the occupational health, safety and welfare of staff, students and visitors.
- To establish and maintain safe and healthy work environments, and safe work practices for both staff and students.
- To report accidents, injuries and potentially hazardous situations or circumstances or near misses to the Principal and/or the OSH Committee as a matter of priority. Serious occurrences must be reported immediately.
- To record accidents, injuries and near misses on the Incident Report Form (see Appendix 1)
- To use personal protective equipment for health, safety and welfare purposes with care, ensuring that the condition of that equipment is monitored, and that regular maintenance of it is undertaken.

**Procedures to follow in case of Personal Incidents:**

For medical insurance purposes, JCSA Administration (Bursar) has the legal requirement to lodge a claim **within 3 days**.

- Inform the Principal as soon as possible.
- Injured staff member is to attend General Practice or Emergency at the hospital and must inform the doctor that it is a workers' compensation claim. The doctor will fill in WorkCover WA – FIRST Certificate of Capacity that is to be returned to JCSA Administration as soon as possible.
- The staff member is to see JCSA Administration and fill out Workers' Compensation Employer's Report Form together with a Workers' Compensation Claim Form.
- At each subsequent doctor's visit, the doctor will fill out a WorkCover WA – PROGRESS Certificate of Capacity which is to be handed to JCSA Administration.
- At the completion of the treatment the doctor will fill out a WorkCover WA – FINAL Certificate of Capacity which is to be handed to JCSA Administration.



## Appendix 1 Incident Report Form



### INCIDENT REPORT FORM - STAFF

This Incident Report form must be filled in for an incident involving injury/illness, property/environmental damage, accidents, hazards or near misses, as well as incidents of harassment, including sexual harassment.

The Incident Report form must be handed to the Principal. All incidents risk assessed (see below) as High and Extreme, or incidents involving broken bones, amputations, loss of sight, or injury likely to prevent work within 10 days must be reported immediately to the Principal and the OSH Committee (if relevant.)

PERSONAL DETAILS			
Name of person making report			
Name/s of person/s involved in the incident			
Name/s of witnesses			
Signature of person making report			
INCIDENT DETAILS			
Date and Time of incident	Date:		Time:
Location of incident			
Type of incident	<i>e.g. injury, illness, property damage, accident, hazard, near miss, harassment</i>		
Description of incident	<i>What happened? Where? How? Who? Why? Causal factors, if any?</i>		
INCIDENT RESULTS			
Description of injury			
Medical attention	<i>Describe nature of medical attention received and/or required</i>		
Description of damage			



**RISK ASSESSMENT**

		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Almost Certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Un-likely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

To be completed by the Principal and (if applicable) the OSH Committee Representative

INVESTIGATION				
Risk Assessment	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>	Extreme <input type="checkbox"/>
Investigation Results	<i>(What is the hazard? Risk? Root cause?)</i>			
CORRECTIVE ACTIONS				
Detail of corrective actions	<i>Possible options: eliminate the hazard, avoid the hazard, reduce or control the hazard, staff training, discipline, etc.</i>			
Risk Assessment following controls	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>	Extreme <input type="checkbox"/>
RISK REVIEW				
Monitor and review actions				
Principal Name and Signature				
OSH Representative Name and Signature				