

# OH&S Policy 2016

## **Aims**

To provide a school environment that is safe and healthy, where hazards are minimised and controlled.

## **Scope and Application**

*The School must notify Dept Education Services of any critical and emergency school incidents, including:*

- Circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff;
- Incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
- Death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred while being educated.

This policy is available on the school website.

This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

## **Definitions**

- A. ALARP** - As Low as Reasonably Practicable (the cost involved in reducing the risk further through the addition of more controls would be grossly disproportionate to the benefit gained)
- B. Acceptable Risk** - it is the remaining ALARP risk after the implementation of all the possible protective action on the residual risk.
- C. General Duty of Care at The Workplace** - The 'general duty of care' and 'general duties' describe responsibilities that the OSH Act places upon employers and employees to ensure their own safety and health at work and that of others who are at the workplace or who might be injured by the work they undertake. These general duties are aimed at preventing and reducing ALARP workplace death, injury or illness. The duty of care under the OSH Act also extends to students, volunteers and any others members of the Community as defined under "employees".

- D. Employees** - refers to all persons (including workers, suppliers, service providers, contractors, subcontractors, consultants, visitors, students, volunteers and others) who are engaged by, or under the control of the Coordinator on behalf of the Council at the workplace.
- E. Hazard** - means a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.
- F. Incident**- means an unplanned event that occurred and has the potential to harm or injure a person.
- G. Injury Management** - involves the injured employee, employer and treating medical practitioner working together to assist that employee to stay at work or return to work following a work-related injury or illness
- H. Likelihood** - means the probability of an incident occurring.
- I. Near Miss** – means an unplanned event that occurred but did not result in of human injury or ill-health.
- J. Occupational Health and Safety Sub-Committee** – deals with policy development, monitoring programmes, emergency procedures, training and supervision, trends in accident and illness reports, and resolution of safety and health issues.
- K. Person in Control of a Workplace** - This is the KSCS Coordinator. This is the person who has any responsibility within a workplace to ensure that the workplace, and all access ways used to enter and exit, do not expose people who use the workplace to hazards. He/she will exercise control over the workplace, as part of his/her job, on behalf of the Council. That is, the Coordinator must carry out their functions in a way that does not harm others, and must exercise reasonable care given his/her job function, authority and level of control.
- L. Residual Risk** - it is the remaining risk after the preventive controlling strategy has been implemented to reduce the initial assessed risk.
- M. Risk** - means the likelihood of a hazard causing human injury or ill-health
- N. Safety and Health Representative** - They represent fellow employees in Occupational Safety and Health matters and carry out specific functions related to workplace safety and health.
- O. Student:** - see employees
- P. The School** - Kerry Street Community School [KSCS] Inc.
- Q. The Employer** - The KSCS Council.
- R. Volunteer** - see employees
- S. Worker** - see employees
- T. Workplace** - This is KSCS premises 20 Forrest Road, Hamilton Hill, W.A. or any place where employees are likely to be during the course of their work. The definition includes such places as camp facilities or other structures where lessons or any other training activities are held for students.

## Principles

- A. Kerry Street Community School is committed to a risk management system that will promote safety and wellbeing of employees, prevent and minimize injury on the school's grounds.
- B. A healthy and safe working environment is vital to the welfare of students, staff and school community members. Therefore, it is the Council's responsibility to value this resource and to provide and maintain a working/learning environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors, volunteers and other visitors to the school site.
- C. School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on OHS issues will be encouraged.

## Responsibilities

Health and safety at KSCS is both an individual and community responsibility of all involved in the school activities. The following areas of responsibility are essential for the success of this policy.

### A. School Council

As employers, the School Council has the direct responsibility for:

1. Ensuring the policy objectives are fulfilled and that the necessary resources are provided to the Coordinator;
2. OHS policy is issued, and regularly updated (through the OHS subcommittee see below);
3. Developing procedures consistent with the principles of this policy
4. Devising and administering, in conjunction with the Coordinator, a comprehensive health and safety risk management program;
5. Ensuring that adequate resourcing will be available, as far as is possible, to ensure that the workplace meets the appropriate Occupational Health and Safety standards;
6. Monitoring and tracking the progress of the management plan detailed in Attachment A.
7. Implement a Return to Work program and Injury Management program in accordance with the Workers' Compensation and Injury Management Act 1981.
8. Ensure currency of Worker's Compensation Insurance

### B. The Coordinator

As person in control of a workplace, the Coordinator has the direct responsibility for:

1. Taking all reasonably practicable measures to protect the safety and health of their employees and to ensure there are safe grounds and buildings at the workplace.
2. Providing a safe and healthy environment for staff, students and others which meets the professional, social and personal needs of the staff;

3. Achieving effective implementation of the Injury Management and return to work program
4. Ensuring all staff adhere to the formal process of reporting, recording and investigating incidents;
5. Provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work/activities in such a manner that they are not exposed to hazards;
6. Identify the Safety and Health Representative from the staff and form the OHS Sub-Committee;
7. Consult and co-operate with safety and health representatives, OHS Sub-Committee, and other employees at the workplace, regarding occupational safety and health at the workplace;
8. Where it is not practicable to avoid the presence of hazards at the workplace, provide the employees with, or otherwise provide for the employees to have, such adequate personal protective clothing and equipment as is practicable to protect them against those hazards, without any cost to the employees; and
9. Make arrangements for ensuring, so far as is practicable, that:
  - a. the use, cleaning, maintenance, transportation and disposal of plant; and
  - b. the use, handling, processing, storage, transportation and disposal of substances, at the workplace is carried out in a manner that does not expose employees to hazards.
  - c. In the event of an employee reporting an unsafe work situation or an injury, employers have an additional duty to report certain prescribed injuries and diseases to the Department of Education and to investigate whether any action needs to be taken. The employer must then inform the employee of the action that will be taken, or that no action is necessary.
  - d. Provide time for the Safety and Health representative to perform duties
  - e. Oversee the currency of Safety Data Sheets for all hazardous chemicals

### **C. OHS Committee**

1. Develop and maintain this policy
2. Enable and assist consultation and cooperation between the employer and employees;
3. To help initiate, develop and implement safety and health measures;
4. Keep itself informed about safety and health standards in similar workplaces;
5. Review and make recommendations on safety and health rules, programmes, measures and procedures at the workplace;
6. Keep information accessible on any hazards that may arise in the workplace;
7. Consider and make recommendations about changes that may affect the safety and health of employees;
8. Consider matters referred by a safety and health representative;

9. Perform other functions as may be prescribed in the regulations or given to the committee, with its consent, by the employer.

#### **D. Health and Safety Representative**

1. Complete the Notification of election as a safety representative documentation and submit to Worksafe WA
2. To inspect that workplace or any part of it
  - a. at such times as are agreed with the employer; or
  - b. where he or she has not inspected the workplace, or that part of it, in the preceding 30 days, at any time upon giving reasonable notice to the employer;
3. Immediately, in the event of an accident, a dangerous occurrence, or a risk of imminent and serious injury to, or imminent and serious harm to the health of, any person, to carry out any appropriate investigation in respect of the matter;
4. To keep himself or herself informed as to the safety and health information provided by his or her employer in accordance with this act and liaise as necessary with the department and other government and private bodies;
5. Report to the employer any hazard or potential hazard to which any person is, or might be, exposed at the workplace that comes to his or her notice;
6. Refer any matters that require consideration considered by the committee to the OHS sub-committee;
7. Consult and co-operate with the employer on all matters relating to the safety or health of persons in the workplace;
8. Liaise with the employees regarding matters concerning the safety or health of persons in the workplace.
9. Refer matters to Worksafe WA if they consider a matter to be unresolved

#### **E. Maintenance, Cleaning and Kitchen Coordinators**

1. Take reasonable care for the health, safety and welfare of themselves and others at KSC School, including students;
2. Respect, encourage and accept each other's skills, attributes and opinions;
3. Co-operate with the administration and the OHS Sub-Committee for Health, Safety and Welfare ensuring a safe, healthy working environment
4. Report potential and actual health, safety and welfare to the Coordinator.
5. Respond to Maintenance Requests applicable to their role;

#### **F. All Staff will:**

1. Take reasonable care for the health, safety and welfare of themselves and others at KSC School, including students;
2. Respect, encourage and accept each other's skills, attributes and opinions;
3. Co-operate with the administration and OHS Sub-committee for Health, Safety and Welfare ensuring a safe, healthy working environment

4. Report potential and actual health, safety and welfare to the Coordinator Co-operate with the Coordinator in the development and delivery of return-to-work and support programs in occupational rehabilitation

#### **G. Parents/Volunteers**

1. Take reasonable care for the health, safety and welfare of themselves and others at KSC School, including students
2. Know safety and hygiene procedures to be applied during their task;

### **Related Legislation**

- A. Occupational Safety and Health Act 1984
- B. Occupational Safety and Health Regulations 1996
- C. Code of Practice on Occupational Safety and Health in the Western Australian
- D. School Education Act 1999
- E. School Education Regulations, 2000
- F. Workers' Compensations and Injury Management Act 1981

### **Related Kerry Street Documentation**

- A. Hazards Maintenance Request Form
- B. Kerry Street Community School Emergency Management Plan (EMP)
- C. Kerry Street Community School Critical Incident Management Plan (CIMP)
- D. Kerry Street Community School Risk Matrix
- E. Policies including:
  1. Critical Incident Policy
  2. Emergency Procedures Policy
  3. Duty of Care Policy
  4. Building and Grounds Policy
  5. Bushfire Policy
  6. Risk Management Policy
  7. Illness and First Aid Policy

### **Contact Person**

Enquires relating to this policy should be directed to the School Coordinator or Council President.

### **Breaches of this Policy**

Any breach of this policy may result in disciplinary action up to and including termination.

## **Attachments**

- A.** OH&S Flowchart
- B.** OH&S Management Plan
- C.** OH&S Representative
- D.** Procedures
- E.** OHS Report

## **Authorisation and Review**

- A.** Written January 2011
- B.** Approved by Kerry Street Council May 2011
- C.** Reviewed 20/09/2016
- D.** To be reviewed May 2017

*Helen Sugars Duff*

**OH&S 2016 Attachment A**

**OHS Flowchart**

**Employee Identifies Issues, completes Hazard report and forwards to Safety and Health Representative [SHR]**

Safety and Health Representative reports issue to **Coordinator** and **OHS Sub-Committee**. Committee attempts to resolve issue. Coordinator provides feedback on the outcomes of the investigation and intended action to the person concerned.

Employee, SHR, Coordinator and OHS committee satisfied with resolution

**Matter Resolved**

If either the Employee, SHR or OHS Committee consider the matter unresolved or the action taken is inappropriate

**Refer the matter to Worksafe WA**

Worksafe Inspector comes to the school and takes appropriate action.

## **OH&S 2016 Attachment B**

### **OHS Management Plan**

Four key steps need to assist the Council to implement the OHS Management Plan. The steps are as follows:

#### **Step 1 - Spot hazards**

To do this, there is the need to understand the school activities. As teachers and staff are the ones fully engaged in the day-to-day running of the school, risk related to everyday school activities should be discussed with these two categories of workers.

The following management “tools” will be implemented:

- Maintenance Schedule Check lists
- Meeting with workers
- Workplace surveys
- Annual Safety audits

Proper documentation and record will be maintained of any concerns raised during the above activities by using the hazard identification form.

All identified hazards, as well as their control measures, will be integrated into the safety action plan to monitor and track the progress.

#### **Step 2 - Assess risks**

Once the hazards have been identified, the risk need to be assessed. This includes determining:

##### 1) Likelihood:

- Rare: the event may occur only in exceptional circumstances;
- Unlikely: the event may occur at some time (one in ten year)
- Possible: the event may occur (one in five year),
- Likely: the event may occur (one in a year)
- Almost certain: the event will occur.

##### 2) Consequences

- Insignificant: no injury;
- Minor: injury/ill health requiring first aid;
- Moderate: injury/ill health requiring medical attention;
- Major: injury/ill health requiring hospital admission;
- Severe: fatality.

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
		1	2	3	4	5
Likelihood	Almost certain	M 5	H 10	E 15	E 20	E 25
	Likely	M 4	M 8	H 12	E 16	E 20
	Possible	L 3	M 6	M 9	H 12	E 15
	Unlikely	L 2	M 4	M 6	M 8	H 10
	Rare	L 1	L 2	L 3	M 4	M 5

Risk Assessment Matrix

The purpose of the Risk Assessment Matrix above will help establish whether the residual risk is extreme, high, medium or low. Assess the situation to estimate whether those risks require action to be implemented and prioritise the required action.

The risk can be included in one of the following category:

E or Extreme (from 15 to 25): not acceptable risk and immediate corrective action is required.

H or High (from 10 to 12): not acceptable and action is required as soon as possible (short term improvements – time range from a day to 2-4 weeks).

M or Medium (from 4 to 12): acceptable and long term improvements required (long term from a month to 2-4 terms)

L or Low (from 1 to 3): acceptable and long term monitoring required.

### Step 3 - Manage risks

Once the hazards have been identified and their associated risks assessed, the next step is to consider: how the risks can be controlled and minimise as far as practicable.

Review the type of work to be performed (daily routine, excursions, camps, scheduled and unscheduled maintenance, Busy Bee, etc.). A detailed Risk Assessment Procedure is the tools used to demonstrate how hazards and risks are identified and controlled, and how legal and other requirements are met.

All control strategies will be recorded in a Risk Register and the control measures will be part of the Safety Action Plan.

Particular attention will be put

### Step Four—Evaluation and Inspection

Regular inspections of the school will be undertaken to determine the effectiveness of hazard identification and risk assessment processes, and control measures.

### Step Five—Return to Work and Injury Management

An injury management and return to work program to assist injured employees to return to their pre-injury duties as soon as practicable after a work-related injury will be implemented.

**OH&S 2016 Attachment C**

**OHS Representative**

**FORM 3  NOTIFICATION OF ELECTION AS  
SAFETY AND HEALTH REPRESENTATIVE**

Occupational Safety and Health Act 1984 [Regulation 2.7]

WorkSafe Western Australia Commission

P O Box 294

WEST PERTH WA 6872

Phone: (08) 9327 8777 Fax: (08) 9321 8973 or (08) 9321 2148

**Section 1: Safety and Health Representative Details**

Surname:	
Given Names:	
Workplace Name:	
Workplace Address:	
Suburb/Town	Postcode

Occupation:	
Occupational category <sup>1</sup>	
Industry subgroup <sup>2</sup>	

Sex: Male:  Female:

Years doing current work or work of a similar nature:

Years Employed by Current Employer:

What area of, or group at, the workplace do you represent?	

Is this the first time you have been elected as a Safety and Health Representative (or Health and Safety Representative)?

Yes:  No:

Have you attended an Introductory Training Course for Safety and Health Representatives?

Yes:  No:

**Section 2: Employer Details**

Employer Name:

Business Address:

Suburb/Town	Postcode
Phone Number	Fax Number

\_\_\_\_\_  
Signature of Elected Safety and Health Representative

...../...../.....  
Day Month Year

**Section 3: Election Details**

Details to be completed by person conducting election:

Date of Election ...../...../.....  
Day Month Year

\_\_\_\_\_  
Signature ...../...../.....  
Day Month Year

# ELECTION PROCESS

## Eligibility criteria for representatives

*The Act: Section 31(8)*

*A person is not eligible to be elected as a safety and health representative for a workplace unless –*

- (a) he is an employee who works at the workplace; and*
- (b) he has –*
  - (i) been continuously employed by the employer concerned during the preceding years;*
  - (ii) had a total of at least 2 years' experience in work of a similar nature to the work he does at the workplace;*
  - (iii) had such training, if any, as is agreed under Section 30 as being adequate for the purposes of this paragraph; or*
  - (iv) been approved by the Commissioner for the purposes of this paragraph.*

The eligibility criteria in itself is self explanatory. If an employee meets the first criterion at Section 31(8)(a) he or she must then have at least one of the criteria specified at Section 31(8)(b) (i), (ii), (iii) or (iv).

**It is not a requirement for all four criteria to be met at any one particular time.**

The Act provides a great deal of flexibility in the provisions relating to eligibility for the position of elected representative. It acknowledges the value of work experience, but also allows for training to be substituted if all parties to the consultation agree.

Only in unusual or exceptional circumstances will the commissioner approve a person who does not have the qualifications required by the parties to the consultation process to stand for election as a safety and health representative. This will most likely occur in workplaces where employment is of a temporary or seasonal nature. However, there may be other circumstances where approval could be granted. Persons seeking approval should contact WorkSafe Western Australia.

## **OH&S 2016 Attachment D**

### **Procedures**

#### **A. Emergency Drills & Fire Safety**

Once a term the school will conduct emergency drills (lockdown or evacuation). In the case of an evacuation of the building all personnel should evacuate the building and move to the assembly point on the playground as per the Emergency Evacuation Plan. Fire extinguishers are inspected and serviced as per requirements.

#### **B. First Aid**

Staff members who are nominated first aiders should hold current First Aid certificates. Their responsibility is primarily to ensure that students receive appropriate attention for minor injuries and that parents are informed if the child is sick or requires further treatment. The Emergency procedure manual, first-aid register and injury report forms are located at the front administration office.

#### **C. Incident/Injury Reports**

All staff are required to complete appropriate forms for critical incidents or injury to students or self as soon as possible after the event. These are available from the office and should be passed to the Coordinator for completion and processing in accordance with Worksafe guidelines (**See Attachment C**). Please advise the Coordinator of any staff member absent due to an injury sustained in the work place.

#### **D. Ergonomics**

The school has the responsibility to ensure that furniture and equipment is used as for its purpose and design. Staff are expected to use equipment appropriate to their function and request the school for any additional requirements

#### **E. Workers Compensation**

Staff are required to advise the administration immediately of any Workers Compensation claims. Any injury sustained in the workplace is to be recorded and any absences advised. The School's Workers Compensation Insurance company will advise of the procedure for processing claims in such circumstances.

#### **F. Storage**

Hazardous materials and chemicals are stored in original, clearly labeled containers in a locked area as per supplier guidelines. If cleaning products are decanted, they must be labeled with the original product sticker. Cleaners have the responsibility to ensure that their cleaning materials are locked away when not in use and that they comply with safety procedures in their use and handling. Each chemical is identified by a number and corresponding Safety Data Sheets are stored in a file in the office.

## **G. Health**

All students and staff are expected to follow sun-safety guidelines. A 'no hat, no play' policy is in place for Primary students and excursion protocol requires all students to wear sunscreen. The school has a strict 'no smoking' policy and medication administration to students is only by Teachers or Coordinator with parental permission.

## **H. Building and Surroundings**

Roof, gutters, windows, fences, roadways etc are checked in accordance with the maintenance plan. Annual review of facility and building conditions with appropriate responsive maintenance performed every Term 4 break.

**OH&S 2016 Attachment C**



Record No. \_\_\_\_\_

## OHS Report

Near Miss       Maintenance Request       Hazard

Please return this form to the office

Date	Name
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What happened, or in the case of a near miss, what could have happened (why it is hazardous, circumstances under which the hazard is presented, simplified diagram showing exact location).	
_____ _____ _____ _____	

Description of Problem/Maintenance Required (what it is required)
_____ _____ _____ _____ _____ _____

This part should be filled in by the Office
Problem: _____
Priority (urgent, middle, non-urgent) _____
Action _____
Who _____