



Topic:	Occupational Safety and Health
CECWA Policy:	2-C14
Policy Area:	Inter-relationships
Date Released:	2014
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Next Review:	2022

1. Rationale

Holy Cross College recognises that it is obligated under the Occupational Safety and Health Act (WA) 1984 (the OSH Act) to ensure the safety and health of all who participate in the functions of the College and who enter the College grounds.

In accordance with the OSH Act there are penalties for breaches of the OSH Act. Penalties may be applied to employers, persons having control of premises and employees.

Dignity, safety and well being of people are central to the Church's teaching and, as such, Holy Cross College is committed to ensuring a safe, caring and healthy environment for all students, staff, parents and anyone who may be affected by the operations of the College.

Holy Cross College shall endeavour to:

- ensure the safety, health and welfare of all employees, students, their parents, community members and other persons who are legally present on school premises. School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time
- develop, promote, and maintain a safe and healthy working environment that seeks to minimise the risk of injury or illness for such people
- create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment
- ensure that adequate financial, physical and human resources are available to support the management of occupational safety and health in the school

This policy sets out the principles and procedures for Holy Cross College to meet its obligations and commitment to a safe and healthy environment.

2. Principles

- 2.1 According to the provisions of the OSH Act and the Code of Ethical Conduct, all Catholic schools in Western Australia have a legal and ethical responsibility to put in place procedures and processes to develop, promote and maintain a safe and healthy working environment for all members of staff including teachers, students, their parents, guardians, caregivers, community members and other persons who are legally present on school premises.
- 2.2 The principal shall, so far as is practicable, provide and maintain a working environment where the staff, students and community members are not exposed to hazards.

- 2.3 When engaged in workplace activities, school employees are required to take reasonable care for their own health and safety. Further, they have a responsibility to avoid situations and practices (including acts or omissions) that may precipitate danger to the health and safety of others.
- 2.4 Without fear or favour, employees have the right to notify the employer of issues that may affect the health and safety of school employees.
- 2.5 To meet the consultative requirement of the OSH Act, the cycle of continuous improvement inherent in the Australian and New Zealand Standards for Occupational Health and Safety Management Systems: Specification and Guidance for Use [AS/NZS 4801:2001] and in the interests of building a culture of safety, all schools may establish and effectively operate a whole-of-school OSH committee.

3. Procedures

- 3.1 Upon employment and at other times during the year, the College shall communicate the school-based OSH Policy to staff.
- 3.2 Specifically, all school employees shall:
- follow the principal's safety and health instructions;
 - appropriately utilise personal protective clothing and equipment where appropriate (i.e. as intended);
 - take care of and appropriately maintain equipment;
 - report suspected or actual hazards to the school-based OSH representative and/or principal;
 - immediately report work-related injuries or near miss or concerning incidents to the principal and school-based OSH representative and complete requisite paperwork; and
 - cooperate with the principal, members of the school management team, the school-based OSH representative and whole-of-school OSH committee members (where applicable) to enable the employer to execute its obligation under the OSH Act.
- 3.3 **School-Based OSH Committee and representative(s)** - In accordance with the OSH Act, Holy Cross College shall establish an OSH Committee and appoint at least two OSH representatives.
- The OSH representative(s) may be member(s) of the teaching and/or non-teaching staff.
 - School-based OSH representatives must be elected to their position in accordance with the OSH Act.
 - As school-based OSH representatives are not OSH managers, they are not liable for accidents/incidents that occur in the workplace.
 - All employees are eligible to be elected.
 - A person who is elected as a safety and health representative is elected for a period up to 2 years.
 - The OSH representative is entitled to paid time off to attend the compulsory Catholic Education Office training course.
 - At a minimum, the committee shall consist of:
 - the principal or a delegated representative (e.g. an assistant or deputy principal);
 - the Finance and Property Officer (or equivalent)
 - the school-based OSH representative(s);

- a member(s) of staff; and
 - parent/school based representation.
 - As detailed in the OSH Act, WorkSafe Guidelines and the AS/NZ Standards 4360:2004 Risk Management and AS/NZ Standards 4801:2001 Occupational Health & Safety Management Systems, school-based OSH representatives have the following functions:
 - carry out regular workplace inspections;
 - immediately carry out an appropriate investigation of any accident or any near miss to any person engaged in work or study or any approved activity; at the school premises;
 - keep abreast of health and safety information provided by the employer and relevant external bodies (e.g. WorkSafe);
 - liaise as necessary with WorkSafe, the Department of Industry and Resources and other relevant Government or private bodies;
 - consult and cooperate with the employer on all matters relating to workplace health and safety;
 - liaise with employees regarding work-based safety and health issues;
 - promote a culture of safety amongst all school participants including the principal, members of the management team, students, their parents and community members;
 - immediately report to the principal any potential or actual hazard that poses a danger to the safety and health of staff, students, community members or visitors to the school; and
 - issue provisional improvement notices (PINs) where they believe existence of a breach of the OSH Act or Regulations. A PIN is similar to an improvement notice issued by a WorkSafe inspector, except for its 'provisional' nature. Before issuing a PIN, the school-based OSH representative shall liaise with the principal to discuss the issue. These discussions shall canvas risk assessment of the identified hazard and control measure options. The principal shall take appropriate corrective action upon receipt of a PIN.
- 3.4 The principal shall inform WorkSafe and the Workforce Relations Team if an employee or a person at the school who is not an employee incurs an injury or disease at the school premises that results in the death of the employee or person.

4. References and Resources

- 4.1 Department of Consumer and Employment Protection, Government of WA. 2006. WorkSafe [Web site] Available: <http://www.docep.wa.gov.au/WorkSafe/>
- 4.2 Government of Western Australia. 1984. Occupational Safety & Health Act 1984
- 4.3 Government of Western Australia. 1996. Occupational Safety & Health Regulations 1996
- 4.4 Standards Australia and Standards New Zealand. 2001. Occupational Health and Safety Management Systems: Specification and guidance for use [AS/NZS 4801:2001]. Sydney: Standards Australia

4.5 Standards Australia and Standards New Zealand. 2004. Risk Management [AS/NZS 4360:2004]. Sydney: Standards Australia

5. Related College Policies/Plans

- School Camps and Excursions
- ICT Use by Students
- Out of School Learning and Training
- Harassment, Unlawful Discrimination and Bullying (Staff)
- ICT Use by Staff
- Dispute and Complaint Resolution
- Crisis Management Planning
- Healthy Food and Drink Choices
- Dealing With Bullying, Harassment, Aggression and Violence (Students)
- Evacuation Plan
- Bushfire Action Plan
- Drug Policy
- Positive Behaviour
- Rights and Responsibilities