

POLICY		PROCEDURE
Procedure Name	Work Health and Safety Procedure	
NESA Manual Section	School Management and Operation (B2) Schools Must be Maintained through Proper Governance (B2.3)	
Related Procedures & Registers	Work Health and Safety Statement (B2.3) Risk Management Procedure (B2.3) Staff Grievance Procedure (B2.3) ICT, Social Media and Technology Use Procedure (B2.3) Staff Recruitment, Screening and Employment Policy (B3.1) Volunteer and Contractor Induction Procedure (B2.3) Whistleblower Procedure (B2.3) Legal and Regulatory Compliance Framework (B2.3) Compliance Register (B2.3) Risk Register (B2.3) Risk Assessment Procedure (B2.3) Emergency and Critical Incident Management Plan (B6.1) Hazard Reporting System (currently OWNA) (B2.3) Incident Reporting System (currently OWNA) (B2.3) First Aid Register (B6.1) Return to Work Program (Category 2 Employer) (B2.3) Visitor and Contractor Sign-In Register (B8.2) Safety Data Sheets (B6.1)	
Related Policies	Work Health and Safety Policy (B2.3) Risk Management Policy (B2.3) Staff Grievance Policy (B2.3) ICT, Social Media and Technology Use Policy (B2.3) Staff Recruitment, Screening, Onboarding and Offboarding Procedure (B3.1) Volunteer and Contractor Induction Policy (B2.3) Whistleblower Policy (B2.3) Legal and Regulatory Compliance Policy (B2.3)	
Related Legislation	Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2025 (NSW) Workers Compensation Act 1987 (NSW)	
Date of Issue / Last Revision	11 June 2019 16 February 2022 - reformatted 21 November 2025 13 June 2026	
Date Set for Review	June 2029	

Work Health and Safety Procedure

This Procedure outlines the processes used by Central Coast Montessori Primary School (CCMPS) to identify, assess and manage work health and safety risks and to maintain a safe and healthy environment for employees, students, volunteers, contractors, visitors and other persons affected by School activities.

Scope

This Procedure applies to all employees, contractors, volunteers, practicum students, consultants, visitors and any other persons engaged by or attending the School.

The Procedure applies to all School premises, facilities, activities, excursions, camps and School-related events.

Key Principles

CCMPS will:

- identify and manage hazards and risks using a risk management approach;
- encourage the reporting of hazards, incidents and safety concerns;
- consult with workers regarding work health and safety matters;
- provide appropriate information, training and supervision;
- maintain emergency preparedness arrangements;
- support both physical and psychological health and safety; and
- maintain records demonstrating compliance with work health and safety obligations.

Procedure Steps

Consultation and Communication

The School will consult with workers regarding work health and safety matters, including:

- identified hazards and risks;
- proposed workplace changes;
- incident investigations;
- corrective actions; and
- review of work health and safety procedures.

Consultation may occur through:

- staff meetings;
- safety discussions;
- email communications;
- induction processes;
- training activities; and
- direct communication with the Principal.

Hazard Identification and Reporting

All workers are responsible for identifying and reporting hazards.

Hazards may include:

- physical hazards;
- environmental hazards;
- equipment hazards;

- chemical hazards;
- psychosocial hazards;
- maintenance issues; and
- unsafe work practices.

Hazards, maintenance issues, unsafe conditions and near misses should be reported as soon as practicable to the Principal (or delegate) and recorded using the School's approved hazard reporting system (currently OWNA). Where an immediate risk exists, reasonable steps must be taken to isolate, control or remove the hazard where safe to do so.

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Incident, Injury and Near Miss Reporting

All incidents, injuries, illnesses and near misses must be reported promptly.

Reports may include:

- staff injuries;
- student-related incidents affecting worker safety;
- property damage;
- contractor incidents;
- vehicle incidents;
- hazardous occurrences; and
- near misses.

The Principal will ensure incidents are reviewed, corrective actions identified and records maintained. Student and staff incidents will be recorded using the School's approved incident reporting system (currently OWNA).

Risk Assessment and Risk Management

The School uses a risk management approach consistent with the *Risk Management Policy and Procedure*.

Risk management activities may include:

- workplace inspections;
- formal risk assessments;
- activity risk assessments;
- excursion and camp risk assessments;
- contractor risk assessments;
- emergency planning; and
- review of identified hazards.

The School will seek to eliminate risks where reasonably practicable and otherwise minimise risks through appropriate control measures.

Formal risk assessments are to be completed in accordance with the School's *Risk Assessment Procedure* using the approved *Risk Assessment Form*.

Risk assessments should be completed before activities such as excursions, camps, outdoor learning, practical classroom activities, sporting events, use of hazardous substances, introduction of new equipment, significant workplace changes and where hazards have been identified that require formal assessment.

Emergency Management

The School maintains emergency management arrangements to support the safety of staff, students and visitors.

These arrangements include:

- *Emergency & Critical Incident Management Plan*;
- evacuation procedures;
- lockdown procedures;
- emergency contact information;
- emergency signage and evacuation maps;
- emergency drills; and
- staff induction regarding emergency procedures.

Emergency management procedures are available electronically within the School's approved management system (currently OWNA) and in hard copy within the *Emergency Management Folder* located in the Administration Office. Visitors, volunteers and contractors will be informed of relevant emergency procedures during sign-in or induction processes.

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First Aid and Medical Emergencies

The School will maintain appropriate first aid arrangements, including:

- trained first aid personnel;
- appropriately stocked classroom first aid kits;
- refill supplies maintained in the Administration office;
- emergency contact information;
- injury reporting processes through the School's approved incident reporting system (currently OWNA); and
- access to emergency services where required.

Medical emergencies will be managed in accordance with relevant School procedures and emergency response arrangements.

Return to Work

Where a work-related injury or illness results in a workers compensation claim, ongoing medical treatment or temporary incapacity for work, the School will manage the employee's recovery in accordance with the School's *Return to Work Program (Category 2 Employer)*.

The Principal, or delegated Return to Work Coordinator, will work collaboratively with the employee, the School's workers compensation insurer, treating medical practitioners and other relevant parties to support a safe and timely return to suitable duties where reasonably practicable.

All work-related injuries requiring ongoing management will be managed in accordance with applicable workers compensation legislation and the School's Return to Work Program.

Maintenance and Facilities Safety

The School will maintain safe facilities and equipment through:

- regular inspections;
- preventative maintenance activities;
- timely response to maintenance concerns;
- management of identified hazards; and
- maintenance of safe access and movement throughout the School.

Workers must report maintenance concerns and unsafe conditions promptly.

Chemical Safety

The School will ensure that:

- hazardous substances are identified before use;
- chemicals are purchased only where appropriate for School operations;
- hazardous substances are stored securely and in accordance with manufacturer instructions and legislative requirements;
- incompatible chemicals are stored separately where required;
- chemicals remain in their original labelled containers unless transferred in accordance with safe work practices;
- *Safety Data Sheets* are obtained and maintained for hazardous substances;
- *Safety Data Sheets* are readily accessible to staff who use or may be exposed to hazardous substances;
- *Safety Data Sheets* are maintained in designated hard-copy SDS folder in the Administration office;
- staff receive appropriate information, instruction or training before using hazardous substances;
- suitable personal protective equipment (PPE) is used where required;
- spills, leaks or chemical incidents are managed safely and reported promptly;
- hazardous waste is disposed of safely and in accordance with relevant requirements; and
- students do not have unauthorised access to hazardous substances.

Manual Handling and Ergonomics

Workers are expected to use safe manual handling practices and take reasonable steps to minimise the risk of injury.

The School will support safe work practices through:

- training and guidance where appropriate;
- use of suitable equipment and aids;
- ergonomic workstation arrangements where reasonably practicable; and
- review of identified manual handling risks.

Psychosocial Health and Safety

Psychosocial hazards may include:

- excessive workload demands;

- workplace conflict;
- bullying, harassment or discrimination;
- fatigue;
- exposure to traumatic events; and
- organisational change.

Workers are encouraged to raise psychosocial health and safety concerns through their supervisor, the Principal, the *Staff Grievance Procedure* or other available reporting pathways.

The School will assess psychosocial risks and implement appropriate control measures where required.

Contractors and Volunteers

Contractors and volunteers must:

- comply with School work health and safety requirements;
- participate in induction processes where required;
- follow emergency procedures;
- report hazards and incidents;
- comply with School directions; and
- undertake activities in a safe manner.

Contractor and volunteer management will be undertaken in accordance with the *Volunteer and Contractor Induction Policy and Procedure*.

Training and Induction

The School will provide work health and safety information and training appropriate to roles and responsibilities.

Training may include:

- staff induction;
- emergency procedures;
- child safety obligations;
- hazard reporting processes;
- first aid training;
- manual handling practices; and
- other work health and safety matters relevant to School operations.

Record Keeping and Documentation

The School will maintain records relating to:

- hazard records maintained through the School's approved hazard reporting system (currently OWNA);
- student and staff incident records maintained through the School's approved incident reporting system (currently OWNA);
- return to work documentation (where applicable);
- risk assessments;
- corrective actions;
- work health and safety training;
- emergency drills;

- maintenance and inspection activities; and
- consultation and communication activities.

Records are retained securely in accordance with the *Document and Record Retention Policy and Procedure* and stored in the designated digital storage environment, currently CCMPs G:Drive.

Monitoring, Evaluating and Review

Annual adjustments may be made to this Procedure in response to identified areas for improvement to ensure it remains current, effective and aligned with School practice. Otherwise, this Procedure will be reviewed every three (3) years, or earlier if required due to changes in work health and safety legislation, SafeWork NSW guidance, NESA requirements or identified gaps in practice.

Continuous improvement will be guided by legislative change, SafeWork NSW guidance, Independent Schools NSW resources, incident trends, lessons learned and operational review.

Related Documents and References

[Child Safe Standards \(NSW\)](#)

[Independent Schools NSW Governance Resource Manual March 2026](#)

[ISN Work Health and Safety \(NSW\) Information Sheet February 2026](#)

[Managing Psychosocial Hazards at Work Code of Practice](#)

[Independent Schools NSW Workplace Management Social Networking Guidance](#)

[NESA Registered and Accredited Individual Non-Government Schools \(NSW\) Manual February 2026](#)

[NESA Resources for Schools](#)

[NSW Education Standards Authority Act 2013 \(NSW\)](#)

[Safework NSW](#)

In the event of any inconsistency between this Policy and applicable legislation, the legislation will prevail.