

POLICY		PROCEDURE
Procedure Name	Work Health and Safety Statement	
Date of Issue / Last Revision	21 September 2019 15 September 2021 30 June 2022 12 September 2023 20 May 2025 21 November 2025 13 June 2026	
Date Set for Review	June 2029	

Work Health and Safety Statement

Central Coast Montessori Primary School Ltd (CCMPS) is committed to providing and maintaining a safe, healthy and supportive environment for employees, students, volunteers, contractors, visitors and all other persons affected by School activities.

The School recognises its obligations under work health and safety legislation and is committed to taking all reasonably practicable steps to eliminate or minimise risks to health and safety arising from its operations.

Work health and safety is a shared responsibility. All members of the School community are expected to contribute to a safe and healthy workplace through cooperation, communication, consultation and compliance with School policies, procedures and reasonable directions.

School Responsibilities

CCMPS will, so far as reasonably practicable:

- provide and maintain a safe working environment;
- provide safe systems of work;
- identify hazards, assess risks and implement appropriate control measures;
- provide appropriate information, training, instruction and supervision;
- maintain emergency management procedures;
- provide suitable facilities and equipment;
- consult with workers regarding work health and safety matters;
- investigate reported hazards, incidents and safety concerns; and
- promote both physical and psychological health and safety.

Worker/Staff Responsibilities

All workers/staff are required to:

- take reasonable care for their own health and safety;
- take reasonable care that their actions do not adversely affect the health and safety of others;

- comply with School policies, procedures and reasonable instructions;
- report hazards, near misses, incidents, injuries, illnesses and unsafe behaviours or conditions through the School's approved reporting system (currently OWNA);
- use equipment and facilities safely;
- participate in training and consultation activities; and
- cooperate with measures implemented to improve health and safety.

Psychosocial Health and Safety

CCMPS recognises that work health and safety includes psychological as well as physical health.

Workers are encouraged to raise concerns regarding psychosocial hazards, including:

- excessive workload demands;
- workplace conflict;
- bullying, harassment or discrimination;
- fatigue;
- exposure to traumatic events; and
- other factors that may negatively affect psychological wellbeing.

The School is committed to responding appropriately to identified psychosocial risks and fostering a respectful and supportive workplace culture.

Hazard and Incident Reporting

All hazards, incidents, injuries and near misses must be reported as soon as practicable.

Staff should:

- report hazards, safety concerns and near misses promptly through the School's approved hazard reporting system (currently OWNA);
- report student and staff incidents, injuries and illnesses through the School's approved incident reporting system (currently OWNA);
- cooperate with investigations and corrective actions; and
- participate in risk management processes where required.

Emergency Procedures

All workers, volunteers and contractors must be familiar with relevant emergency procedures, including:

- evacuation procedures;
- lockdown procedures;
- emergency assembly areas; and
- emergency communication processes.

Emergency procedures are available electronically through the School's approved management system (currently OWNA) and in hard copy within the Emergency Management Folder located in the Administration Office.

Consultation

CCMPS values consultation and encourages workers to actively participate in discussions regarding work health and safety matters.

Workers are encouraged to raise concerns, provide feedback and contribute to the identification and management of workplace risks.

Further Information

Further information regarding work health and safety requirements can be found in the:

- *Work Health and Safety Policy;*
- *Work Health and Safety Procedure;*
- *Risk Management Policy and Procedure;*
- *Risk Assessment Procedure;*
- *Emergency and Critical Incident Management Plan;* and
- other relevant School policies and procedures.

All members of the School community are expected to support a culture of safety, wellbeing and continuous improvement.