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POLICY	PROCEDURE
Statement Name	Work Health & Safety Statement
Related Policy	Child Protection Policy
Policy Category	Safe & Supportive Environments (3.6) Child Protection Policies & Procedures (3.6.1)
Related Procedures & Registers	Accident Report Record of Injuries
Date of Issue / Last Revision	*21 September 2019* *15 September 2021* *30 June 2022* *September 2023* *20 May 2025*
Date Set for Review	*September 2026*

Work Health and Safety Statement

1. Introduction

Work health and safety (**WHS**) is of fundamental importance to the school.

The purpose of this Statement is to summarise the obligations imposed by WHS legislation on the school and on workers (including employees and contractors).

Maintaining a safe work environment requires everyone's continuous cooperation. It is a partnership between you and the school. This means that, as a worker, you are individually responsible to protect your own health and safety, and the health and safety of your co-workers and other persons who are not employees or contractors by working in compliance with the law and with our safe work practices.

2. The School's Responsibilities

The school's responsibilities under legislation regarding WHS may include doing everything reasonably practicable to:

a) ensure the health and safety of
   i. workers engaged, or caused to be engaged by the school, and
   ii. workers whose activities in carrying out work are influenced or directed by the school,

   while the workers are at work in the business or undertaking; and

b) that the health and safety of others is not put at risk from work carried out as part of the business or undertaking;
c) identify any hazards in the workplace that may be a risk to health and safety and eliminating or minimising those hazards; and
d) consult with its workers about health and safety issues in the workplace.

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3. Your Responsibilities

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.

Work Health & Safety Statement (continued):

You must cooperate with the school in ensuring that your workplace is safe and without risk to health. This includes, but is not limited to:

a) complying with all policies and procedures in place to protect your health and safety at work;
b) complying with all reasonable instructions from managers in relation to health and safety issues at work;
c) ensuring that you know how to use equipment safely and that you use all equipment in the correct manner;
d) using any personal protective equipment provided to you by the school to protect your safety and ensuring that you use this equipment correctly;
e) participating in WHS training;
f) participating in WHS consultation;
g) reporting all incidents and accidents at the workplace in accordance with this policy. This includes both actual accidents and 'near misses' (that is, where an incident has occurred which had the potential to cause personal injury or damage to school property, even if no injury or damage occurred); and
h) generally cooperating with the school as required to enable compliance with the law.

4. Reporting Safety Issues

All accidents, injuries and potential safety hazards must be reported immediately to your manager and/or the Principal or both and logged in the OWNA management system (from May 2025).

The school needs to keep a record of all work-related illnesses and/or injuries, no matter how slight, to comply with WHS legislation. This record is kept in the OWNA management system.

If you sustain an injury or illness at work you are required to record this in the Record of Injuries immediately on becoming aware of the injury or illness. This applies even if the injury or illness does not require medical attention, because the school aims to ensure that any existing safety hazards are corrected. The Record of Injuries is kept in the Administration Office.

It is unlawful to discriminate against or victimise any worker because the worker raises an issue or concern about a workplace matter that he or she considers is not safe or is a risk to health.

5. General

This Statement summarises some of the rights and obligations which are created by the legislation.
The Statement is not intended to go beyond the legislation.

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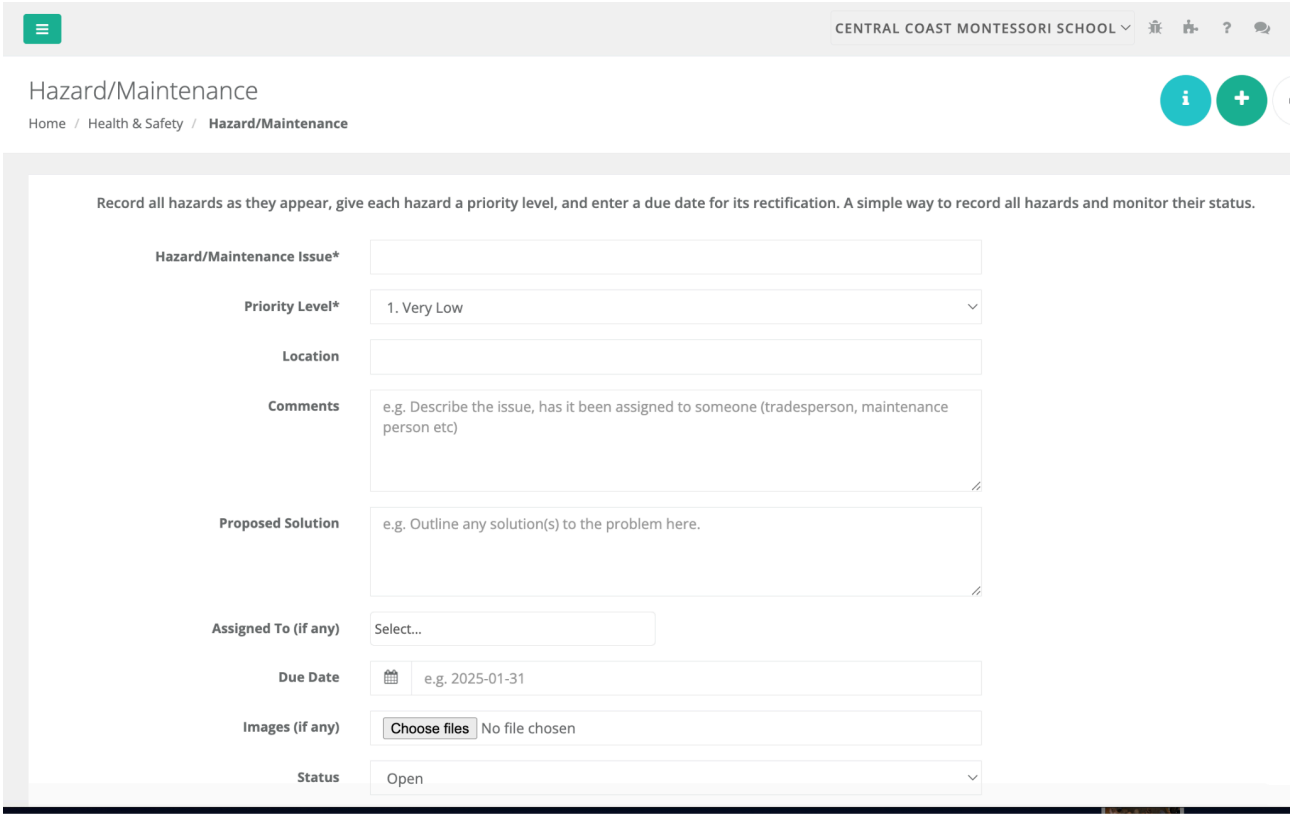
Appendix: Log of workplace accidents maintained by Administrator