

POLICY	PROCEDURE
<b>Procedure Name</b>	Work Health and Safety Procedure
<b>NESA Manual Section</b>	School Management and Operation (B2) Schools Must be Maintained through Proper Governance (B2.3)
<b>Related Procedures &amp; Registers</b>	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) Emergency and Critical Incident Management Plan (B6.1) Hazard Report Register (B2.3) Incident Register (B2.3) First Aid Register (B6.1) Visitor and Contractor Sign-In Register (B8.2) Safety Data Sheets (B6.1)
<b>Related Policies</b>	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)
<b>Related Legislation</b>	<a href="#">Work Health and Safety Act 2011 (NSW)</a> <a href="#">Work Health and Safety Regulation 2025 (NSW)</a> <a href="#">Workers Compensation Act 1987 (NSW)</a>
<b>Date of Issue / Last Revision</b>	11 June 2019 16 February 2022 - reformatted 21 November 2025 13 June 2026
<b>Date Set for Review</b>	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 should be reported as soon as practicable to the Principal and recorded through the School's reporting processes.

Where an immediate risk exists, reasonable steps must be taken to isolate, control or remove the hazard where safe to do so.

### 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.

### 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.

### 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.

Visitors, volunteers and contractors will be informed of relevant emergency procedures during sign-in or induction processes.

### First Aid and Medical Emergencies

The School will maintain appropriate first aid arrangements, including:

- trained first aid personnel;
- first aid kits;
- emergency contact information;
- injury reporting processes; and
- access to emergency services where required.

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

### 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 stored appropriately;
- *Safety Data Sheets (SDS)* are maintained and accessible;
- chemicals are used in accordance with manufacturer instructions;
- students do not have unauthorised access to hazardous substances; and
- chemical risks are managed through appropriate controls.

### 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 reports;
- incidents, injuries and near misses;
- 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 legislation, technology risks, NESA requirements or identified gaps in practice.

Continuous improvement will be guided by cyber risk developments, legislative change, best practice 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.