



Workplace Health & Safety Policy

Rationale

St John the Apostle School is committed to providing a working environment that protects the health, safety and welfare of all students, staff and members of the community who use school facilities or grounds. This policy supports and contributes to the aim of the Catholic Education Office to ensure that Archdiocesan Education Workplaces are safe and healthy.

The ACT Occupational Health and Safety Act of 1989 lays down requirements that must be met at places of work. These requirements mean that employers and employees have a legal responsibility to meet certain standards of health, safety and welfare.

WHS Designated Work Group

St John the Apostle School has one Designated Work Group. For 2015 the Designated Work Group comprises:

- Mrs Stephanie Stewart (Health and Safety Representative)
- Mr Colin Sneesby

Dealing with Issues

The WHS Representative will:

- Encourage consultation with staff members on matters relating to whs.
- Respond to requests from members of staff.
- Provide requests for action to the Principal in writing.
- In the case of an emergency or immediate threat to employees' health and safety, inform the Principal who will take immediate steps to rectify the situation.
- If the advice from the Principal is unacceptable to the WHS Representative or should seven days lapse without a response from the Principal, direct the matter to the Director of the Catholic Education Office through the Principal Employment Relations Officer.
- Contact ACT Work Cover should no action be taken to remedy defects.

The Principal will:

- Ensure that staff are informed of the WHS policy.
- Assist school staff with the election of a member of staff to be the WHS representative.
- Undertake consultation with members of staff on OH&S matters.
- Communicate WHS matters to the Principal Employment Relations Officer.
- Respond to requests from WHS workplace representatives and committee members.

The Staff will:

Appoint WHS officer

- To the extent of his/her control or influence over working conditions and methods, accept responsibility for working safely and rendering the work area safe.
- Make proper use of all appropriate safeguards, safety devices and personal protective equipment.
- Follow agreed safe working practices and rules.
- Report any issues promptly
- Refer to Worksafe ACT website to ensure current best practice is followed

Fill in appropriate paperwork ie risk assessments, accident forms

Refer to CE appointed WHS officer if necessary

Please Note:

Issues that involve minor repairs or maintenance are to be written down and passed on to the school janitor who will then inform the principal should he/she be unable to rectify the problem.

https://intranet.cg.catholic.edu.au/formandpolicies/_layouts/15/WopiFrame.aspx?sourcedoc=/formandpolicies/Lists/Policies%202015/Attachments/87/Visitors%20to%20Schools%20Policy.pdf&action=default

Related Policies / Agreed Practices

Chemical Safety in Schools Policy

Sun Smart Policy

Visitors Policy

Administration Agreed Practice

Restraint of Student Agreed Practice

Review

The St John the Workplace Health and Safety Policy is reviewed at least once each five years in line with current Registration practices. It may also be reviewed more often according to the need and educational trends.

Reviewed by:	Stephanie Stewart
Revision date:	7/5/2015
Approved by:	School Executive
Implementation date:	2015