

The Riverina Anglican College	Policy 29	
WORK HEALTH AND SAFETY POLICY	Effective: May 2001 Revised: Feb 2009 Revised November 2015	Page 1 of 8

WORK HEALTH AND SAFETY STATEMENT

1. Introduction

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

The purpose of this Statement is to summarise the obligations imposed by the Work Health and Safety Act 2011 on the College 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 College. 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 College's Responsibilities

The College'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 College, and
 - ii. workers whose activities in carrying out work are influenced or directed by the College, while the workers are at work in school grounds or on school business;
 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. provide training to staff for their safety and the safety of others
- e. consult with its workers about health and safety issues in the workplace.

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.

You must cooperate with the College 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 College 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 College property, even if no injury or damage occurred); and
- h. generally cooperating with the College 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 the Principal's delegate or both.

The College needs to keep a record of all work-related illnesses and/or injuries, no matter how slight, to comply with WHS legislation.

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 College aims to ensure that any existing safety hazards are corrected. The Record of Injuries is kept by office staff in the No 3 filing cabinet.

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.

6. Ambition

To enhance the safety and health of the staff and students at The Riverina Anglican College by identification of existing threats, planning appropriate educational opportunities and promoting safe interaction in all aspects of College life.

7. Identification of Existing Threats

7.1 Chemical Safety

The Science Co-ordinator is responsible to see that all requirements under Chemical Safety guidelines are met and also complies with the Explosives Act of 2003. These include the use of appropriate lock-up chemical safe in the Science Preparation and Storage Room.

7.2 Chemicals / Toxins on the College Site

The grounds manager is responsible for all non-curriculum required chemicals used on the site. The grounds manager will liaise with the Principal or the Principal's delegate and Sports Co-ordinator when spraying of the College property will occur. No restricted chemicals are to be kept on the College site.

- a. Technical and Applied Subjects (Timber and Metals Technology/Design & Technology)
- b. Classroom Management
The Co-ordinator of TAS is responsible for appropriate safety conditions operating in the TAS classrooms. Students only use power drills / cutting tools after safety briefing.
- c. Equipment
All tools and equipment should be regularly checked by the TAS Co-ordinator. Faulty or blunt equipment should be repaired through the grounds manager.

7.3 HIV / Aids Infectious Diseases

See Accident and Illness Policy 14.

7.4 Site Safety

- a. Playground Duty
Staff will be rostered onto playground duty from 8.15 to 9.00am, 11.00 to 11.20am, 12.40 to 1.20pm and from 3.15 to 4.00pm.
- b. Building and Grounds
The buildings are regularly inspected by departmental heads twice a year and any work required is referred to maintenance. Staff should routinely report any potentially dangerous physical aspect of the College in JobCard located on the College's network. Urgent requests for maintenance for health / safety checks should be directed to the Principal or the Principal's delegate. The Principal or the Principal's delegate is to report to the staff member what action will be taken. See Policy 4.

7.5 External Threats

- a. Bomb Threat

All threats to the College by mail, telephone or fax should be taken seriously and acted upon. The staff member receiving the message should respond in the following manner.

- a.1 Listen to the complete message. Do not engage in conversation.
 - a.2 Advise Principal or the Principal's delegate of the threat. The Principal or the Principal's delegate will take appropriate action including evacuation of buildings using the bell system.
 - a.3 The Principal or the Principal's delegate will contact appropriate authorities including Police and Fire services.
- b. Hazardous Waste Spill
- b.1 Advise Principal or the Principal's delegate of the potential threat.
 - b.2 The Principal or the Principal's delegate will take appropriate action including the evacuation of buildings using the bell system and seeing that appropriate first aid is provided if needed by staff trained in first aid.
 - b.3 The Principal or the Principal's delegate will contact appropriate authorities including Police, Fire and Ambulance services.
- c. Dangerous Intruder on Grounds
- c.1 Advise Principal or the Principal's delegate of the potential threat.
 - c.2 The Principal or the Principal's delegate will take appropriate action including the lockdown of buildings using the bell system.
 - c.3 The Principal or the Principal's delegate will contact appropriate authorities including Police, Fire and Ambulance services.
- d. Fire in Buildings or on grounds
- d.1 Advise Principal or the Principal's delegate of the potential threat.
 - d.2 The Principal or the Principal's delegate will take appropriate action including the evacuation of buildings using the bell system and seeing that appropriate first aid is provided if needed by staff trained in first aid..
 - d.3 The Principal or the Principal's delegate will contact appropriate authorities including Police, Fire and Ambulance services.

8. Educational Opportunities

8.1 Staff Briefings

- a. The WHS policies and practice will be on the regular agenda of staff meetings.
- b. Staff are reminded at staff meetings of the emergency procedures in place on a regular basis.

8.2 Staff Development

- a. The Science Co-ordinator / Laboratory Assistant will obtain appropriate in-service opportunities to effectively complete the chemical safety programme.
- b. The grounds manager will complete appropriate courses as required to monitor chemical and general safety.
- c. All Staff members will complete appropriate courses as required to use and monitor equipment in their departments.
- d. All Staff members are provided with the opportunity to complete CPR and First Aid training and refresher courses.

9. Promoting Safe Interaction

9.1 Curriculum

All opportunities within the existing curriculum structure to enhance the safe interaction of staff and students should be examined. The Personal Development, Health and Physical Education programme will include the promotion of safe practices.

9.2 Critical Incident Management

See TRAC Policy 17.

9.3 Staff Interaction

All staff members have the right to a safe and supportive work environment. Interactions between members of staff, and interactions between staff members and students and parents should always be respectful. Bullying behavior in the workplace is a work, health and safety issue and will not be tolerated. Bullying is repeated and unreasonable interaction which causes a risk to physical and psychological health and safety. For procedures and guidelines in reporting bullying behavior in the workplace, see Policy 20 Employee Grievance Policy.

9.4 Parents

Parents are always welcome to raise health and safety issues with the Principal or the Principal's delegate.

10. EVACUATION PROCEDURES

10.1 On Discovery of Emergency

Students should notify teacher or staff member.

The Staff member or teacher is to:

- a. If out of class – proceed to nearest College telephone, notify office staff, reporting location and nature of emergency. Then attend assembly area (College Oval) and take charge of home group as in (ii)
- b. If in class – dispatch selected students (two only)
 - to notify office staff of emergency, nature and location
 - then immediately evacuate students via the nearest clear exit to assembly area - College Oval
 - see that appropriate first aid is provided if needed by staff trained in first aid.
 - move to home group and call and mark the roll
 - notify result of roll call to Deputy Principal or the Principal's delegate
 - check presence of teachers (either side of you alphabetically on the staff list).

10.2 Office Staff: on receiving advice of an emergency on the premises

- a. Activate the emergency alarm using the alarm pad
- b. Dial 000 or call the Fire Brigade (69214375) or Police (69210544) or Ambulance (131233) and notify the address, location of emergency and nature of emergency. If calling on a mobile phone dial 112.
- c. Notify the above whether students are on the premises and if any injuries. If the administration building is not directly involved in the emergency, then one staff member is to remain at the front desk to handle emergency messages, maintain sick bay and place all cash in the safe.
- d. Remaining staff to
 - take the roll lists to the assembly area along with any available mobile phones and a first aid kit
 - take note of which students(s) are to remain in the sick bay and report this to the Principal or the Principal's delegate
 - also report which staff member is remaining in the office.
 - If the Administration Building is involved in an emergency, carry out 1 and 2 and then check the sick bay and arrange for the student(s) to be evacuated to the assembly area – College Oval.
- e. All staff must proceed to the assembly area – College Oval. Only take mobile phones that are readily available.

10.3 Upon Emergency Bell

- a. Teachers are to
 - Immediately evacuate class to assembly area via pre set route and join home group
 - Using roll lists, call the role.

- Report result of roll call to Deputy Principal or the Principal's delegate.
 - Then return to and remain with roll call group.
 - Check presence of the other roll call teacher(s).
- b. All students not in a class, walk to the assembly area and report to your roll call group.
- c. Principal or the Principal's delegate
- Attend assembly area.
 - Receive results of roll call and if any student or staff member missing or not accounted for, attempt to ascertain location last seen and notify senior fire Emergency Services Officer.
 - Assist Fire Brigade Officer as required.
- d. Staff not mentioned above
- Attend assembly area.
 - Report to Principal or the Principal's delegate and await instructions.

11. LOCKDOWN PROCEDURES

Where a dangerous intruder is on the grounds an evacuation is not appropriate a lockdown procedure will apply.

Lockdown Procedure:

- a. Alarm: Constant slow pulsing of the College bell or instruction from a staff member.
- b. If outside go to the nearest safe room.
- c. Call in students and anyone who is outside.
- d. Lock door.
- e. Close and lock the windows.
- f. Close all blinds.
- g. Turn off lights, appliances and heaters.
- h. Instruct students to sit on the floor with teacher.
- i. Staff ensure that toilets are checked along the way.
- j. Remain in place until notified by a staff member that it is safe.
- k. Staff: do not dismiss anyone from your jurisdiction or from the building until instructed to do so – even if the College day is over.

Documentation

Evacuation and Lockdown Drills are carried out at least annually and these are documented in the Minutes of the next WHS Committee Meeting.