



Our Lady of the Way Primary School
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WORK HEALTH & SAFETY POLICY

1.0 Rationale

The Executive Director of schools in the Parramatta Diocese and all Principals are committed to ensuring the health, safety and welfare of their employees when at work and to ensuring the health and safety of all persons including students, contractors and visitors while on the school premises and not expose them to risk. *Work Health & Safety Act & regulations 2011* is the main piece of legislation setting out guidelines for all members of the school community to help establish and maintain a safe and healthy working environment.

In association with the Catholic Education Office, Parramatta Work Health & Safety Statement, the following Work Health & Safety Policy has been developed, documented and implemented at *Our Lady of the Way School* to ensure a safe and healthy environment is provided for all those attending, working or visiting the school.

2.0 Aims

To meet these obligations *Our Lady of the Way School* is committed to:

- 2.1 Acknowledging the dignity, safety and wellbeing of people are central to the Church's teaching.
- 2.2 Accepting that the health and safety of all persons in a workplace is a shared obligation and responsibility between CEDP, workers and other persons.
- 2.3 Accepting responsibility for providing and maintaining a healthy and safe environment for all members of the school community.
- 2.4 Eliminating or controlling hazards that may cause injury and illness.
- 2.5 Forming a WH&S Committee that meets regularly, conducts safety checks of the school premises and reports finding to the Principal.
- 2.6 Consulting with employees and other stakeholders to achieve these aims.
- 2.7 All workers required to CARE, COMPLY, COOPERATE
- 2.8 Keeping staff informed of new WHS regulations.
- 2.9 Contacting the CEDP when serious issues arise that are beyond resolution at the school level.

3.0 Implementation

- 3.1 The staff are made aware of their responsibilities in helping each other to maintain a healthy and safe school environment and make a commitment to upholding their duty of care in this area.
- 3.2 As new legislation is received by the school, the Principal uses briefing or staff briefings as avenues for disseminating all relevant information.
- 3.3 All stakeholders, including parents and staff are encouraged to share any safety concerns with the Principal.
- 3.4 The CEDP is asked to support the school with capital grants funding for improvements to areas of the school that are deemed to be hazardous, unsafe or unhealthy.
- 3.5 The Principal is mindful of the absolute necessity of providing a safe and healthy school environment for all members of the school community. Part of the school budget is used to employ support staff, whose role it is to carry out regular cleaning of the school premises and maintenance and repairs to areas of need within the school.
- 3.6 The Principal will report all reportable incidents to the relevant authorities within the required timeframe.
- 3.7 All workers are made aware of their responsibility for taking responsible care to ensure that their acts are not harmful to the health and safety of themselves or others in the workplace and must comply with any reasonable instructions from CEDP with respect to health and safety.

4.0 Budget

A budget will be provided for the professional development of staff, maintenance of grounds and acquisition of resources.

5.0 Evaluation

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this policy.

OUR LADY OF THE WAY SCHOOL WORK HEALTH & SAFETY REPORTING SYSTEM

Don't Forget
We all need to work together to make Our Lady of the Way School a safe school for all

Issues that are beyond the school to fix or remedy will be reported to the CEDP

