



Workplace Health & Safety Policy

PURPOSE OF THE POLICY

The purpose of this policy is to clarify to the staff, students and visitors of the Rockhampton Girls Grammar School about workplace safety concerns and the procedures in place to address them.

POLICY

Statement

- Workplace Health & Safety is a major concern for the administration and school community of our school.
- The School endeavours at all times to conduct its business in the safest possible manner and to ensure, where applicable, the health and safety of staff, students and visitors. (ActS28)
- Accidents can be reduced through greater awareness, consultation, training and supervision, and by the full encouragement and co-operation of everyone working together.
- The School, at all times, seeks to eliminate exposure to risk and injury and to provide adequate procedures and systems of work which create and maintain a safe working environment. This includes the implementation of risk assessment programmes and the provision of personal protective equipment.
- Safety is the responsibility of all members of the school community. Everyone must strictly follow safe working practices and procedures as well as adhering to any safety policies and rules of the school. Every person has responsibility to themselves, their colleagues, the students and the school to do their utmost in preventing accidents and developing and maintaining a co-operative spirit of safety consciousness.
- To fulfil these obligations this school has workplace consultative arrangements in compliance with the Workplace Health & Safety Act 1995. These include a trained Workplace Health & Safety Officer (ActS91-98), an elected Workplace Health & Safety Representative (ActS67-85) and a Workplace Health & Safety Committee which meets on a regular basis (ActS86-90).

PROCEDURE

Implementation of RGGGS Workplace Health & Safety Policy

To meet its obligations, the school will take all reasonable steps to:

- observe and implement relevant statutory requirements;
- develop risk management as part of the culture of the School;
- promote workplace safety by education, information and instruction;
- ensure that adequate instruction is given to employees and students in safe working procedures and that they are informed of any hazard to their health which is known to be associated with work in which they are involved;
- ensure that situations or work practices which are unsafe or harmful are reported immediately to the supervisor of the employee or student, so that corrective action can be taken;
- encourage each person in the School to regard accident prevention as an individual responsibility;



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- require the head of each academic and administrative department to apply the general safety rules of the School, as appropriate, to the specific needs of the School in consultation;
- require that every accident in the School is reported and, where appropriate investigated, and ensure any action necessary to reduce further risk is implemented;
- establish procedures to minimise the risk of harmful effects of fire, explosion, radiation, biological hazards and chemical release and ensure these procedures are regularly monitored;
- maintain (in the work place) proper control of harmful substances (ie. chemicals, radiation, fire hazards, biological hazards etc), air pollution and noise;
- establish procedures for the evacuation of buildings in the event of fire, explosion or other emergencies and ensure those procedures are appropriately tested;
- ensure that machines and equipment are maintained in safe condition and that necessary personal protective devices are available in the workplace;
- provide adequate occupational health services and monitoring programs;
- maintain proper control over the storage, use and disposal of harmful substances;
- post clearly visible signs and notices as required;
- ensure that adequate professionally trained staff are available to co-ordinate and supervise the School's risk management program.

Responsibilities for Safety:

Safety is the concern of everyone; however, certain groups within the School community have specific responsibilities:

Executive, Administration, Boarding, Catering, Cleaning & Grounds departments

- are responsible for ensuring that activities conducted within areas under their control, comply with the School's Workplace Health & Safety Policy and relevant legislation (both State and Federal);
- are responsible for ensuring that all risk within their areas of control are identified and where practicable, removed or controlled with the co-operation of the WHSO where necessary
- are responsible for implementing such safety measures as are approved by WHS Advisory Committee;
- are required in association with appropriate personnel to formulate and promulgate specific safety rules for activities conducted within areas under their control;
- are responsible for reporting and investigating accidents (with WHSO) that occur within areas under their control;
- are responsible for reporting to the WHSO any member of staff, student or contractor working in their area who, by refusal or neglect, fails to observe safety requirements.

Employees

- while at work, must take all the care of which they are capable for their own health and that of other people who may be affected by their conduct at the workplace;
- must not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare;
- must not wilfully place at risk the health or safety of any person in the workplace.



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Independent contractors employed by the School come within the category of employees for the purposes of this policy.

Students

- are responsible for adopting safe work and study practices;
- must not wilfully place at risk the health or safety of any other person at the School;
- must not wilfully or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare at the School.

Visitors

Visitors are required to comply with all instructions given by authorised School staff for the protection of their health and safety whilst on School premises.

Workplace Health & Safety Committee

The Committee is responsible both for making recommendations on policy and for taking action with respect to:

- health and safety matters;
- the promotion of a safe and healthy work and study environment for all School staff and students;
- the reduction of accidental injury;

The committee meets at least quarterly. The Committee advises the Board on all aspects of health & safety in the School. It also acts on behalf of the Board, subject always to its direction, to implement the policies of School in the context of statutory responsibilities in the area of health and safety and organises health and safety committees in the Schools. To achieve these aims the Committee -

- regularly reports to the Board;
- receives reports from School officers with specific health and safety responsibilities,
- formulates, reviews and disseminates, standards, rules and procedures relating to health and safety generally in the School, or with respect to specific areas of the School; and
- facilitates co-operation between management and employees and provides a forum for participation by employees in developing and implementing measures designed to ensure the health and safety of the School Community;
- approves the formation of designated work groups; and encourages the election of health and safety representatives.

The aim of the Health and Safety Advisory Committee is to ensure, provide and improve safe working standards and a safe working environment for all people who work in the School. The committee will convene quarterly and as at such other times that may be necessary. The committee is open to questions and suggestions regarding safety matters in the School. Safety inspections are conducted quarterly and can be undertaken on request to the WHSO.

Members of the Health & Safety Committee are:

Principal, Facilities and Services Manager (Secretary), Board representative, WHSO, WHSR/s, Grounds representative, Catering representative, Boarding representative and Parent representative.



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POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGGGS Executive with WHS Committee consultation
Review Date	Biennially
Access	Public Availability – RGGGS Website

RELATED POLICIES AND DOCUMENTS

RGGGS Student/Parent and Staff Handbooks
RGGGS Emergency Policy
Workplace Health & Safety Act 1995