

# Work health and safety policy

This is a mandated policy under the operational policy framework. Any edits to this page must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

## Overview

This policy describes the department's commitment to creating a safe and healthy work environment for employees and other persons to ensure legislative compliance with:

- the [Work Health and Safety Act 2012](#)
- the [Work Health and Safety Regulations 2012](#)
- associated codes of practice.

## Scope

The policy applies to anyone entering or using department premises or involved in a department activity, including all department employees and other persons.

## Detail

The department is committed to continuously improving safety performance and outcomes and will:

- assign the highest business priority to the safety and wellbeing of employees and other persons
- not condone behaviour which is not conducive to maintaining a safe and healthy environment
- engage and consult with employees and other persons and their representatives to understand and consider their views when making decisions that impact on their health, safety and wellbeing
- develop the capacity and knowledge of employees and other persons to proactively manage hazards and known work health and safety (WHS) risks, so far as is reasonably practicable, and empower them to control or escalate risks
- lead, train and instruct employees and other persons on conducting their work in a safe and sustainable manner
- support and encourage the prompt resolution of WHS issues at a local level
- report all injuries and near-miss incidents
- investigate all injuries that result in loss of time from work for system learnings and improvement
- implement and monitor targeted primary prevention strategies to reduce the incidence rate and severity of harm, and achieve objectives and targets outlined in the [Building Safety Excellence in the Public Sector Strategy](#)

- embed safety programs, procedures and processes into existing core business processes with measurable targets and objectives
- meet minimum WHS legislative obligations through continuous improvement
- monitor and evaluate system conformance and maturity through annual site self-assessments and internal audit program
- ensure that all job and persons specifications contain clearly defined roles, responsibilities and accountabilities, where everybody is responsible for maintaining a safe and healthy work environment
- ensure the appropriate allocation of resources for the implementation, monitoring and review of the safety management system.

## Roles and responsibilities

### Senior Executive Group, unit and education directors

Lead and have primary responsibility for the correct implementation of the safety management system in department sites within designated partnerships and business units. This is demonstrated through monitoring of site performance, enforcing standards, ensuring observance of procedures and allocation of financial and human resources.

Ensure the department complies with its obligations in accordance with the [Work Health and Safety Act 2012](#) and the [Work Health and Safety Regulations 2012](#).

Acquire and maintain an up-to-date knowledge of all work health and safety matters associated with the operational requirements.

Ensure appropriate systems, processes and resources are in place to identify, monitor and review WHS information, hazards and incidents.

Regularly consult with all relevant stakeholders and effectively communicate and disseminate information pertaining to WHS performance and decisions.

Demonstrate a commitment to building safety excellence.

### Site managers, including principals, preschool directors, leaders and supervisors

Promote and create a safe work environment by implementing the safety management system at their site, which includes the responsibility and authority for safety and wellbeing over employees, contactors, volunteers, children, young people, and other visitors when working for the department.

Ensure all employees are provided with appropriate training and resources to perform their duties safely.

Investigate injuries that result in loss of time from work, implement appropriate corrective actions and effectively manage workplace hazards through consultation with employees and other duty holders.

# Employees

Contribute to maintaining a safe and healthy work environment by taking personal accountability, by identifying and reporting incidents, hazards and injuries in accordance with department policy and procedures, and cooperating and complying with reasonable instructions.

# Other persons

Take reasonable care for their health and safety, and make sure that their acts or omissions do not adversely affect the health and safety of other persons.

Comply with any reasonable department policy, procedure and instruction that is given by the site manager in relation to WHS.

# Definitions

## activity

Includes, but is not limited to:

- camps
- excursions
- site organised and managed sporting events
- site organised and managed social or fundraising events
- site participation in events organised and managed by other organisations.

## employee

Any person employed full or part-time by the department, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by the department.

## hazard

A situation or thing that has the potential to cause harm or injury to people, property or the environment.

## incident

An occurrence or event that has caused or could cause harm, and includes all injury, illness, hazard and property damage.

## **injury**

Damage or harm done to, or suffered by, a person or thing.

## **other persons**

- student
- child or young person
- clients
- volunteers
- contractor or sub-contractor
- visitors
- parent or carer
- any other person who attends a department workplace from time to time.

## **reasonably practicable**

Defined in s18 of the *Work Health and Safety Act 2012* in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including those matters outlined in this section.

## **risk**

The possibility that harm, death, injury or illness might occur when exposed to a hazard.

## **safety management system**

A group of department safety policies, procedures, programs and activities, which include processes and resources implemented by the department to ensure compliance with legislative and policy obligations.

## **site manager**

Any person who has the responsibility, management or control of a department workplace. This includes, but is not limited to, executive directors, education directors, directors, principals, preschool directors, managers and supervisors.

## workplace

All facilities and property, including land, buildings, structures and outside areas whether owned, rented, or leased by the department, and all vehicles owned, leased, rented, contracted for, or controlled by the department used for transportation.

## Supporting information

### Related legislation

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

### Related policy documents

[AS/NZS 4804:2001 Occupational Health and Safety Management Systems – General Guidelines on Principles, Systems and Supporting Techniques](#)

[AS/NZS 4801:2001 Occupational Health and Safety Management systems – Specification with Guidance for Use](#)

[AS/NZS ISO: 31000:2009 Risk Management Principles and Guidelines](#)

[ISO 45001:2018 Occupational health and safety management systems- Requirements with guidance for use](#)

[Code of Ethics for the South Australian Public Sector](#)

[Building Safety Excellence in the Public Sector](#)

[Smoke-free policy](#)

[Employee mental health and wellbeing procedure](#)

[Injury management policy](#)

[Asbestos management procedure \(PDF, 351.4 KB\)](#)

[Hazardous chemicals management standard \(PDF, 1.4 MB\)](#)

[First aid and infection control standard](#)

[Reporting critical incidents and injuries procedure \(PDF, 440.0 KB\)](#)

[Machinery, equipment and electrical safety standard \(PDF, 366.8 KB\)](#)

[Work health and safety issue resolution procedure](#)

[Safety management procedure](#)

[Working in isolation procedure \(PDF, 322.1 KB\)](#)

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## Contact

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