

# Policy

## Work Health and Safety

Please note this policy is mandatory and staff are required to adhere to the content

### Summary

This policy describes the Department for Education and Child Development (DECD) commitment to creating a safe and healthy work environment for workers and other persons.

Table 1 - Document details

<b>Publication date</b>	19 January 2017
<b>File number</b>	15/14344
<b>Related legislation</b>	<i>Work Health and Safety Act 2012</i> <i>Work Health and Safety Regulations 2012</i>
<b>Related policies, procedures, guidelines, standards, frameworks</b>	Smoke-free Policy Asbestos Management Procedure Confined Space Procedure Contractors Procedure Electrical Test Procedure First Aid Procedure Hazard Management Procedure Hazardous Chemicals Procedure Hazardous Manual Tasks Procedure Inclement Weather Procedure Infection Control Procedure Injury Incident Reporting and Investigation Procedure Plant Management Procedure Prevention of Falls Procedure Resolution of WHS Issues Procedure Safe Driving Procedure WHS Consultation and Communication Procedure WHS Internal Audit Procedure WHS Training Procedure Working in Isolation Procedure
<b>Version</b>	1.1

<b>Replaces</b>	Work Health and Safety and Injury Management Policy
<b>Policy officer (position)</b>	Senior Safety Consultant
<b>Policy officer (phone)</b>	8226 1759
<b>Policy sponsor (position)</b>	Director, Health and Safety Services
<b>Executive director responsible (position and office)</b>	Executive Director, People and Culture
<b>Applies to</b>	All persons entering or using DECD premises or involved in a DECD activity, including all DECD workers and other persons.
<b>Key words</b>	Work, health, safety, WHS
<b>Status</b>	Approved
<b>Approved by</b>	Executive Director, People and Culture
<b>Approval date</b>	17 January 2017
<b>Review date</b>	14 April 2019

Table 2 - Revision record

Date	Version	Revision description
April 2016	1.0	New policy
January 2017	1.1	Minor edits- updated broken links.

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## 1. Title

Work Health and Safety (WHS) Policy

## 2. Purpose

This policy describes DECD's commitment to creating a safe and healthy work environment for workers to ensure legislative compliance with the *Work Health and Safety Act 2012* and associated regulations.

## 3. Scope

This policy applies to all persons entering or using DECD premises or involved in a DECD activity, including all DECD workers and other persons.

## 4. Policy detail

DECD is committed to continuously improving safety performance and outcomes and will:

- Assign the highest business priority to the safety and wellbeing of workers and other persons.
- Not condone behaviour which is not conducive to maintaining a safe and healthy work environment.
- Engage and consult with workers 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 workers and other persons to proactively manage hazards and known WHS risks, so far as is reasonably practicable, and empower them to control or escalate risks.
- Lead, train and instruct workers 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 2015-2020' 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.

## 5. Roles and responsibilities

Table 3 - Roles and responsibilities

Role	Authority/responsibility for
Senior Executive Group Members and Unit/Education Directors	<ul style="list-style-type: none"> <li>• Lead and have primary responsibility for the correct implementation of the Safety Management System in DECD sites within designated partnerships/business units. This is demonstrated through: monitoring of site performance, enforcing standards, ensuring observance of procedures and allocation of financial and human resources.</li> <li>• Ensuring DECD complies with its obligations in accordance with the <i>Work Health and Safety Act 2012</i> and the <i>Work Health and Safety Regulations 2012</i>.</li> <li>• Acquiring and maintaining an up-to-date knowledge of all work health and safety matters associated with the operational requirements.</li> <li>• Ensuring appropriate systems, processes and resources are in place to identify, monitor and review WHS information, hazards and incidents.</li> <li>• Regularly consulting with all relevant stakeholders and effectively communicating and disseminating information pertaining to WHS performance and decisions.</li> <li>• Demonstrating a commitment to building safety excellence.</li> </ul>
Site Manager including Principals, Leaders and Supervisors responsible for the management or control of a DECD workplace	<ul style="list-style-type: none"> <li>• 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, volunteers and other visitors when working for DECD.</li> <li>• Ensure that all employees are provided with appropriate training and resources to perform their duties safely; investigate injuries that result in loss of time from work and implement appropriate corrective actions; and effectively</li> </ul>

Role	Authority/responsibility for
	manage workplace hazards through consultation with employees and other duty holders.
Workers	<ul style="list-style-type: none"> <li>Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with DECD policy and procedure, and cooperating and complying with reasonable instructions.</li> </ul>
Other persons	<ul style="list-style-type: none"> <li>Taking reasonable care for his or her health and safety and that his or her acts or omissions do not adversely affect the health and safety of other persons.</li> <li>Complying with any reasonable DECD policy, procedure and instruction that is given by the site manager in relation to WHS.</li> </ul>

## 6. Monitoring, evaluation and review

This policy will be subject to review every three years by Health and Safety Services, or earlier if there has been a change in any legislation or government policy.

Grievances about the policy will be addressed in line with DECD Complaint Resolution Procedures.

## 7. Definitions and abbreviations

Table 4 - Definitions and abbreviations

Term	Meaning
DECD	The Department for Education and Child Development
Hazard	A hazard is a situation or thing that has the potential to cause harm/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	Means damage or harm done to or suffered by a person or thing.

Term	Meaning
Other persons	<p>Other persons include the following:</p> <ul style="list-style-type: none"> <li>• student</li> <li>• young person</li> <li>• child</li> <li>• clients</li> <li>• visitors</li> <li>• parent/carer</li> <li>• any other person who attends a DECD workplace from time to time.</li> </ul>
Reasonably practicable	<p>Reasonably practicable is defined in s.18 of the Act 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.</p>
Risk	<p>Is the possibility that harm, death, injury or illness might occur when exposed to a hazard.</p>
Safety Management System	<p>A group of DECD safety policy, procedures, programs and activities which include processes and resources implemented by DECD to ensure compliance with legislative and policy obligations.</p>
Site manager	<p>Any person who has the responsibility, management or control of a DECD workplace. This includes but is not limited to Executive Directors, Education Directors, Directors, Principals, Pre-school Directors, Managers and Supervisors.</p>
Worker	<p>A worker is defined as any person who works for DECD as a:</p> <ul style="list-style-type: none"> <li>• employee</li> <li>• trainee</li> <li>• volunteer</li> <li>• outworker</li> <li>• apprentice</li> <li>• work experience student</li> <li>• contractor or sub-contractor</li> <li>• employees of a contractor or sub-contractor</li> <li>• employee of a labour hire company assigned to work for DECD.</li> </ul>



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

## 8. Supporting documents

- [South Australia's Strategic Plan](#)
- [Code of Ethics for the South Australian Public Sector](#)
- [Smoke-free Policy](#)
- [Asbestos Management Procedure](#)
- [Confined Space Procedure](#)
- [Managing External Contractors Procedure](#)
- [Electrical Testing Procedure](#)
- [Workplace First Aid Procedure](#)
- [Hazardous Chemicals Procedure](#)
- [Hazardous Manual Tasks Procedure](#)
- [Inclement Weather Procedure](#)
- [Infection Control Procedure](#)
- [Injury Incident Reporting and Investigation Procedure](#)
- [Plant Management Procedure](#)
- [Prevention of Falls From Heights Procedure](#)
- [Resolution of WHS Issues Procedure](#)
- [Safe Driving Procedure](#)
- [WHS Consultation and Communication Procedure](#)
- [WHS Internal Audit Procedure](#)
- [WHS Training Procedure](#)
- [Working in Isolation Procedure](#)

- [Accidents to Children, Students and Visitors Procedure](#)

## 9. References

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- 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