



Work Health and Safety Policy

Rationale:

A healthy and safe working environment is vital to the successful functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all.

Aims:

- To ensure that appropriate standards of workplace safety are always maintained.
- To raise the profile of Work Health and Safety (WHS) within the college.
- To create a team approach to health and safety issues.
- To prevent accidents, injuries and disease in the workplace.

Implementation:

- At Trinity Catholic College, Adamstown, Work Health and Safety will be maintained in accordance with the policies of the Diocese of Maitland-Newcastle and through these policies in accordance with the current WHS legislation.
- A WHS Management System will be developed to implement, support and maintain WHS in the college. As part of this WHS Management System, policies and procedures will be developed to ensure that appropriate standards of workplace safety are always maintained.
- The school staff have agreed through consultation that this school consists of the one work group.
- Accordingly, a Health and Safety Committee (HSC) will be established, and it will meet at least once per term. This Committee will oversee the WHS Management System at the school.
- The HSC will be responsible for reviewing the performance of the WHS system once per year to ensure that the aims stated above are being achieved.
- The HSC will consult and communicate openly with all staff and will implement a process that allows all staff to easily report hazards and assess the risk associated with each hazard.
- The School Executive will ensure that a consultation procedure is implemented that enables all staff to express their views and contribute in a timely manner to the resolution of WHS issues that affect them. These views will be valued and considered by those making decisions. All staff are welcome at any time to comment to the HSC and/or the College Executive on WHS at the college and to provide suggestions as to how WHS at the college may be improved.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Work Health and Safety standards.
- The HSC will be assisted by the Diocesan Safety & Risk Partner assigned to our college.
- The HSC will conduct 'walk through' site inspection safety audits each Semester to identify any WHS issues that need addressing.
- WHS is the shared responsibility of all staff. All Faculty Staff & Support Staff (Office, Lab, Kitchen & Workshop Assistants and Grounds Staff) are responsible for reading the relevant WHS Duty of Care statement that applies to their role in the school and for knowing and complying with its contents.
- All staff are responsible for identifying hazards in the workplace and for taking appropriate steps to eliminate or minimise the risk of injury arising from the identified hazard. Where the hazard presents an immediate risk of harm to people, the individual staff member must act to obtain appropriate assistance as quickly as possible. Where there is no immediate risk of harm to people, the individual staff member must report the hazard to the HSC and/or the College Executive by email.

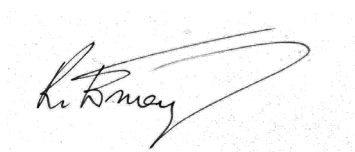
- Action in response to a WHS hazard/incident notification will be taken as expediently as possible by the HSC or College Executive as appropriate. Hazards and incidents above the level of minor are to be reported in MNResponse by the person making the notification to the HSC or College Executive of a WHS hazard or incident.
- Issues relating to WHS, for example building works being conducted at the school, will be communicated to all staff via Compass/Email, public address announcements, Staff Briefings etc.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to. Safe Operating Procedures will be developed by all Faculties and Support Staff for those tasks and procedures that require them. This would include equipment and machinery that has the potential to cause injury if used incorrectly or unsafely.
- The required number of first aid trained personnel will always be maintained.
- All accidents, incidents more serious than minor and near misses will be recorded in MNResponse and reported to the Principal, the HSC, the CSO and the Diocese as required. MNResponse is the mandated reporting tool. The Principal or Principal's delegate will investigate any workplace incident or injury, or the Principal may decide to organise for our Diocesan Safety & Risk Partner to investigate.
- All injuries to staff must be recorded in MNResponse. Serious injuries to staff will be reported to the Diocesan Safety & Risk Partner and the Assistant Director within 24 hours of the incident, where required.
- The Recover At Work process for staff will be coordinated by the Principal in liaison with the CSO Recover At Work Officer.
- The college website will be the main repository and source of truth for all documentation, policies and procedures regarding WHS at Trinity. The WHS Management System is fully explained and documented on the WHS page. Policies and procedures can be accessed via Compass in the School Resources section.
- SafeWork NSW field officers are welcome at our college. Any resulting Improvement Notices or Prohibition Notices will be complied with and reported immediately to the Assistant Director and Diocesan Safety & Risk Partner.
- The Emergency Procedures document will be shared with Canteen Staff and Uniform Shop staff to ensure they are aware of our procedures. These staff are not employees of the Diocese but work on our site.

Budget:

- Sufficient funds will be allocated in the college budget to facilitate all aspects of the operation of the WHS Management System.

Evaluation:

- This policy will be reviewed every 3 years or as the need arises. It is the responsibility of the College Executive to implement such reviews and to update this policy when necessary.



Robert Emery

PRINCIPAL

TRINITY CATHOLIC COLLEGE