

Subject: WORKPLACE HEALTH AND SAFETY POLICY	Policy No: WHS2 – Version 4
Covers: ALL EMPLOYEES, STUDENTS AND OTHER PERSONS	Effective: April 2011
	Revised: March 2021
	Review Date: May 2023

Policy Statement: Collegiate is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of employees, volunteers, students (including Boarding students), contractors, authorised visitors, and anyone else who may be affected by our operations.

This commitment recognises that every person has the right to a safe and healthy working environment and that each individual has a shared responsibility to co-operate in the protection and continuous improvement of all health and safety measures of Collegiate's activities.

This policy supports the implementation of a safety management system which provides:

- a safe and healthy work environment;
- safe systems of work;
- appropriate information, training, instruction, supervision;
- arrangements for meaningful consultation on health and safety matters at work;
- a positive safety culture and;
- appropriate resources to enable these obligations to be fulfilled.

Scope: This policy applies to:

- (i) All employees, students (including volunteers and contractors), visitors; and
- (ii) All School operations, activities and functions activities (internal and external) conducted by the School including those situations off-site.

Purpose: To promote the highest practicable standards of work health and safety for St Michael's Collegiate School, and a commitment to ensuring compliance with the *Work Health and Safety Act 2012 (WHS Act)*, the *Work Health and Safety Regulations 2012* and applicable Codes of Practice and Australian Standards as far as possible.

To provide the necessary direction and support to ensure the School meets its responsibility and accountabilities under the requirements of the work health and safety legislation and associated regulations and to provide clear guidelines for all Collegiate employees, students and others in meeting their legal obligations.

The WHS Act requires a Person Conducting a Business or Undertaking (PCBU) to ensure the health and safety of workers (as very broadly defined), so far as is reasonably practicable. The WHS Act defines health to include both physical and psychological health.

Mental health can be adversely affected by exposure to a range of hazards or factors in the workplace, which can lead to work-related stress. When stress is very high and or prolonged it can in turn lead to work-related psychological or physical injury, including depression and/or anxiety. Work-related mental health conditions (also known as psychological injuries) are a concern in Australian workplaces due to the negative impact on individual employees, and the costs associated with the long periods away from work that are typical of these claims. Collegiate is committed to drive and maintain initiatives that create a mentally healthy workplace, for the benefit of Employees, Students and others, as well as the School. These initiatives will focus on raising awareness, reducing stigma, creating a positive School environment, as well as proactively managing and supporting our people.

Responsibilities:

School: The School will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each person is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve performance through effective safety management.

Employees have an obligation to:

- comply with instructions and safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by the School for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents immediately, no matter how trivial, using the systems within the School
- report all known or observed hazards in accordance with existing policy.

Students have an obligation to:

- comply with instructions and safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by the School for health and safety
- not misuse or interfere with anything provided for health and safety.

Visitors, Contractors and Volunteers

We expect Visitors, Contractors and Volunteers to:

- comply with instructions and safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by the School for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents immediately
- report all known or observed hazards in accordance with existing policy.

Application of this policy: The co-operation of all students, employees, volunteers, contractors, and authorised visitors is required in ensuring a safe school. Suggestions are always welcome for realising health and safety objectives and to create a safe environment with a minimal accident rate.

Approved by Board: 25 March 2021.