

St Bede's College



RG1 – HEALTH & SAFETY (REGULATORY)



RG1 – HEALTH & SAFETY (Regulatory)

Rationale

The Board is committed to providing and maintaining a safe and healthy workplace and to providing the information, training and supervision needed to achieve this to ensure the health and safety of all students, staff and other people in the workplace. The Board is responsible for ensuring health and safety procedures are developed and implemented, however, employees need to be aware of their responsibilities and comply with the Board's health and safety policy and school procedures.

Principles

The Board will, as far as is reasonably practicable;¹ comply with the provisions of legislation dealing with health and safety in the workplace, by:

- Providing a safe physical and emotional learning environment.
- Ensuring a health and safety strategy/plan is in place and engagement and consultation with workers and the school community on the strategy occurs.
- Providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards.
- Ensuring there is an effective method in place for identifying, assessing and controlling hazards. This includes recording and investigating injuries, near misses, and reporting serious harm incidents and where appropriate putting in place necessary measures to prevent reoccurrence.
- Having a commitment to a culture of continuous improvement.

The Rector, as Officer has responsibility for implementing this policy and therefore must:

- Exercise due diligence in accordance with the provisions of the Health and Safety Legislation, and in particular the six due diligence obligations².
- Take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices.
- Ensure that the staff code of conduct is implemented effectively.
- Ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place.
- Provide a smoke free environment.
- Ensure a risk analysis management system (RAMS) is in place and carried out.

¹ **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

² Know about work health and safety matters and keep up-to-date, gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations, ensure the PCBU has appropriate resources and processes to eliminate or minimise those risks, ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information, ensure there are processes for complying with any duty, and that these are implemented, verify that these resources and processes are in place and being used.



- Seek approval for overnight stays/camps/visits attesting first to their compliance with above.
- Consult with the community every two years regarding the health programme being delivered to students.
- Provide information and training opportunities to employees.
- Advise the board chair of any emergency situations as soon as possible.
- Ensure all employees and other workers at the school will take reasonable care to:
 - cooperate with school health and safety procedures;
 - comply with the health and safety legislation, duties of workers;
 - ensure their own safety at work;
 - promote and contribute to a safety conscious culture at the school by having the opportunity to engage and collaborate in the building of this culture effectively with management.

Regulations/Legislation

Health, Safety and Employment Act 1992

Health & Safety in Employment relations 1995 and amendment 2002

Codes of Practice and any associated standards or guidelines

Health and Safety at Work Act 2015

School Procedures that Relate to this Policy

NAME OF PROCEDURE	AUTHOR	FACULTY OR DEPARTMENT
• St Bede's College Emergency Procedures	Deputy Rector – Pastoral	Health & Safety Committee
• St Bede's College Boarding House	Deputy Rector – Teaching & Learning	Boarding School
• Health & Safety Code of Practice in State and State Integrated Schools	Ministry of Education	Health & Safety Committee
• St Bede's College EOTC Procedure	John Gamblin	Health & Safety Committee
• Rules and Conditions of Hire at St Bede's College	Michael Washington – GM	Management

DATE APPROVED:	18 April 2016	RESPONSIBILITY:	Planning & Review
REVIEW PERIOD:	Annually	DATE LAST REVIEWED:	April 2019