RATIONALE
The purpose of this Policy is to establish a framework for Wollongong West Public School and the employees, students, contractors and other persons with a legal right to be on premises controlled or managed by the DEC, to comply with the obligations and requirements of the Work Health and Safety Act 2011 No 10, Work Health and Safety Regulation 2011 and the Student Health in NSW Public Schools: A summary and consolidation of policy. Our Policy is a statement of commitment to Occupational Health and Safety and sets out how the Occupational Health and Safety needs of the school will be met.

POLICY FRAMEWORK
Wollongong West PS acknowledges that the dignity, safety and well being of people are central to the school’s teaching. Wollongong West PS also recognises that it is responsible and accountable for ensuring the health, safety and welfare of employees, students, volunteers, and other people who either enjoy or use the services and facilities of Wollongong West PS or provide services to the school. To meet these social, moral, and legal obligations Wollongong West PS is committed to:

• providing a safe and healthy workplace and working conditions that prevent injury and illness;
• eliminating or controlling hazards and risks that do, or have the potential to cause injury and illness;
• providing for the welfare of our employees and students;
• consulting with employees and other stakeholders to achieve these objectives;
• clarifying the roles, responsibilities and accountabilities of the members of the school community; and
• maintaining and supporting the staff preferred WHS consultation arrangement

POLICY CONTENT
Wollongong West PS is committed to ensure the health, safety, and welfare of all employees, students and other persons who are legally present on school premises. To support the policy, Wollongong West PS will:

• identify, and assess all existing or foreseeable workplace hazards, then eliminate the hazard, or, develop strategies to control risks arising from a hazard that cannot be eliminated for practical reasons;
• develop and maintain an appropriate workplace incident/injury reporting system that will provide the workplace with information to prevent future incidents and work related injury or illness;
• conduct an investigation of all incidents, and circumstances, that may either expose any person to the risk of injury or illness, or result in injury or illness;
• employ, and contract when necessary, the services of competent and skilled persons who are sufficiently trained, instructed, and informed to meet their obligations under the policy;
• encourage employees to report any suspected workplace hazard, and suspected work related injury or illness affecting themselves or others, at the earliest opportunity;
• provide for the welfare of our staff and students.
To achieve these objectives we will consult openly with our employees and other stakeholders, and provide them with sufficient information to assist in the decision making process. Wollongong West PS will value and acknowledge the outcomes of this consultation.

Wollongong West PS shall require all contractors, visitors and volunteers to comply with any direction, procedure, or specific policy, applying to such persons that meet the objects and requirements of the Act.

All employees while at work, and irrespective of their position, shall:

- comply with their obligations under the policy;
- take reasonable care, to ensure the health, safety and welfare of themselves, students, and any other person under their control or supervision while at work;
- comply with WHS policies, procedures and safe work practices developed to enable school management to meet its WHS obligations;
- report and record all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the workplace;
- assist appropriately in school incident, injury and illness investigations; and
- participate in risk assessment and the development of hazard and risk control measures and strategies and provide feedback on the effectiveness of these measures.

SPECIFIC MEASURES

Wollongong West PS has developed the following measures after staff discussion in support of WHS principles:

- regular times set aside at weekly staff meetings to discuss hazard identification and WHS issues;
- hazard identification and reporting discussed with all staff and students. Students have a channel to identify issues through their SRC representatives;
- space set aside in SRC meetings for WHS discussions;
- hazard identification sheets available in staff area for immediate reporting of urgent issues;
- Evacuation Policy updated and all stakeholders made aware of procedures with signs in all rooms and instructions in casual folders (discussed with casual teachers on arrival);
- Fire extinguishers checked on a regular basis with extra extinguishers purchased to cover new block;
- First aid procedures and administration of medication catered for as per DET policies;
- Parent volunteers complete Working With Children Check and WHS issues and procedures are discussed;
- Risk management assessments for excursions discussed and undertaken;
- Register of WHS issues kept.

Related Documents: Evacuation Policy, Excursion Policy, Casual Policy, Notification of Workplace Injury Form, Parent Volunteer Policy, Working with Children Check, WWPS Hazard Reporting Form