



EMMAUS
CHRISTIAN SCHOOL CANBERRA

WH&S Policy 1-1

Work Health and Safety Management System

Created

September 2016

Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

Values

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instill in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.

WH&S Policy 1-1

Work, Health & Safety

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Relevant Legislation

- Work Health and Safety Act 2011 (ACT)
- Work Health and Safety Regulation 2011 (ACT)
- Dangerous Substances (Explosives) Regulation 2004 (ACT)

1 INTRODUCTION

The Work Health and Safety policy and procedures of Emmaus Christian School are gathered in a series of coded WH&S documents for ease of locating and use. See 'Important Related Documents' section above.

2 CHRISTIAN RATIONALE

ECS affirms the worth and dignity of every person as made in the image of God; created by Him to be unique in themselves; equally precious in His sight and loved by Him, according to Genesis 1:27 'So God created mankind in his own image, in the image of God he created them; male and female He created them.'

Therefore a priority in the school is the physical, emotional, intellectual and spiritual health, safety and wellbeing of every person connected with the school, its activities, or who enters the school grounds upon legitimate business.

We honour the authority God has given to the government of our nation and uphold the laws of the land.

Therefore our WH&S policy is consistent with government legislation and the Biblical injunction to love and care for others as yourself (Matthew 13:9-10)

3 PURPOSE OF THIS DOCUMENT

The set of documents containing the School's WH&S policy and procedures provides for the health and safety of Emmaus Christian School's students, staff, contractors, volunteers and visitors through a systematic approach to managing potential hazards and risks on the school site, or where school activities take place.

This document applies to all teaching and other staff, contractors, volunteers, visitors and students. It encompasses all the School's premises and other locations where school activities take place.

4 WHO MUST COMPLY

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
Principal	
Active promotion of mutual care in matters of WH&S among students, staff, contractors, volunteers and other visitors	Staff induction; PD week program; Student Code of Conduct; Code of Conduct for Parents & Visitors
Inform the Board of WH&S performance, and significant matters	Principal's report to the Board
Business Manager	
Implement systematic management of WH&S	WH&S maintenance plan; reports
Form WH&S Group	Minutes of WH&S meetings
Staff training/ induction on WH&S	Induction register; PD register of attendance
Site inspection/ organise maintenance	Maintenance schedule
WH&S Group	
Prepare & implement annual WH&S plan	WH&S plan
Review implementation of the annual plan, WH&S performance and improvement	Minutes of WH&S meetings
School staff	
Promote WH&S around school	Student Code of Conduct; incident reports
All staff, students, visitors	
Follow all relevant WH&S rules, procedures & directives	Incident reports
Report all WH&S hazards and incidents	Hazard reports
WH&S Representatives (elected)	Meetings, Hazard Reporting

5 DEFINITIONS

The School – Emmaus Christian School Canberra, or ECS

Reasonably practicable – reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- The likelihood of a hazard or risk occurring, and the degree of harm that might result
- What the person concerned ought reasonably know about the hazard or risk and how to eliminate or minimize the risk
- The availability and suitability of ways to eliminate or minimise the risk
- The associated cost, including whether the cost is grossly disproportionate to the risk

(See Section 18 of the Work Health and Safety Act 2011 for the full definition.)

6 POLICY

Emmaus Christian School is committed to a safe and healthy place of work and learning.

6.1 Mutual Responsibility

Each person involved in the life of ECSC carries some responsibility for the health and safety of the school community—both for their own wellbeing and for the wellbeing of those they interact with in the school.

Staff priority must be the wellbeing of students, and minimisation of harm, particularly in teaching and supervising activities.

6.2 Duty of Care

The School's duty of care will ensure, so far as is reasonably practicable, the health and safety of:

- Students, at school, or authorised off-campus activities, or otherwise engaged in organised school activities
- Teaching and ancillary staff, other employees, volunteers and contractors, whilst engaged in school activities and work
- Legitimate visitors to the site

6.3 Consultation and Engagement

The School's ongoing commitment to WH&S principles includes regular updates and information in staff meetings and Continued Professional Learning days.

The Business Manager is responsible to the Principal for consulting with relevant staff, volunteers and contractors, as appropriate, on matters of work health and safety.

The Business Manager is to periodically attend administration and teaching staff meetings to convene a discussion of WH&S matters, and to form a WH&S committee of staff members.

6.4 Work Health and Safety System

- (a) The Business Manager is part of the WH&S Team which meets throughout the year to review:
 - Hazard Identification, Risk Assessment & Control (HIRAC) reports see *WHS 1-3 HIRA Policy*
 - Progress on outstanding action plans, the Annual Plan, and the annual training schedule
- (b) The Business Manager will report to the Principal on WH&S matters.
- (c) The Principal will keep the Board informed of WH&S performance, and any significant WH&S matters.
- (d) The Annual Plan will review incidents or identified hazards; review risks; prepare schedules for improvements; schedule workplace inspections; and schedule training of personnel

- (e) A process of continuous improvement will document incidents, oversee follow up actions, and review WH&S practices regularly

6.5 Training and Communication

Appropriate WH&S training will be given to new staff, with regular refresher courses, and the communication of any changes.

- All new staff will be made familiar with the School's WH&S systems, and their WH&S responsibilities as part of their induction
- Ongoing training will reinforce WH&S responsibilities and maintain WH&S knowledge and skills
- Contractor Management System, certificates of currencies
- Contractor induction
- Communication with contractors will keep them familiar with their responsibility to adhere to ECSC WH&S rules and procedures when working at the school
- Where appropriate, volunteers will be trained in relevant WH&S rules and procedures, this will be documented
- WH&S rules will be communicated to students, as appropriate

See: Training and Communication Policy; Staff Induction Policy

6.6 Risk Management

WH&S risk assessments will be carried out before new school activities are approved; and ongoing activities will be reviewed, as appropriate.

ECS will aim to reduce all significant risks to as low as reasonably practicable.

See: Managing WH&S Risks Policy

6.7 Procurement of Equipment

Procurement of suitable equipment shall be the responsibility of the Maintenance Coordinator.

6.8 Incidents, Accidents and Critical Incidents

All incidents (including accidents, other incidents and near misses) will be investigated.

Appropriate follow-up actions to prevent recurrences will be devised, and completion of these actions confirmed.

See: Reporting and Investigating Incidents Policy

A Critical Incidents Response Plan will set out instructions for staff, students and visitors to the School in the event of a critical incident.

Following a critical incident, an investigation will be held into the cause, and the effectiveness of the response.

See: Critical Incidents Policy

6.9 Animal Welfare

Animals kept at school will be maintained according to statutory requirements, and with regard for their well-being, and the health and safety of staff and students.

The Business Manager will maintain a register of animals kept at school.

No animal is to be brought onto the school grounds, unless permission is obtained in special circumstances.

Guide dogs are excepted.

7 PROCEDURES

7.1 Mutual Responsibility for Work Health and Safety

WH&S is a shared responsibility involving all who are regularly part of the School, and those who are visiting.

- Staff, volunteers, parents, contractors and visitors to the School are encouraged to exercise care in order to keep themselves and others safe
- Student behaviour is expected to be responsible and caring at all times, to promote a safe and healthy school environment

7.2 Duty of Care

Duty of care in WH&S matters is exercised through a systematic approach, including:

- Training, consultation, and communication with staff, volunteers and contractors, as appropriate
- Maintaining a safe and healthy work environment, with safe facilities and equipment
- Being prepared for incidents and critical incidents, should they occur
- Monitoring hazards and risks, and looking for ways to improve work health and safety, so far as is reasonably practicable

7.3 Consultation and Engagement

Staff, volunteers and contractors are engaged and consulted in the task of maintaining a safe and healthy school environment by:

- Demonstrating, in words and actions, the commitment of the leadership team to workplace health and safety
- Requiring behaviour that promotes and safeguards a healthy and safe school environment
- Sharing relevant information
- Making opportunities for people to raise health and safety issues, express their views and contribute to decision-making
- Advising of changes and updates to policy and procedures

7.4 WH&S System

The work health and safety of our students, staff and others will be managed by:

- Modelling behaviour in our leadership team that promotes work health and safety
- Establishing policies and setting up systems to manage work health and safety risk
- Maintaining a WH&S Plan for ongoing maintenance
- Communicating with and training our staff, contractors and volunteers, as appropriate, in their roles and responsibilities in maintaining a healthy and safe school environment
- Managing risks by identifying and treating hazards and risks, as appropriate
- Dealing with incidents and critical incidents should they arise

7.5 WH&S Plan

The WH&S Group will prepare a WH&S Plan that will:

- Review the WH&S system and past performance to identify areas for improvement and then prepare and schedule plans to make those systemic improvements
- Review the major hazards confronted in the school work environment, review the related risks and risk treatments, and consider any areas for improvement, then prepare and schedule plans to make those improvements
- Identify any other aspects of WH&S that require special attention, then prepare and schedule action plans to address those areas
- Schedule workplace inspections (whole campus inspections during January PD week)
- Schedule communication and training activities for staff, contractors, volunteers and others, as appropriate

7.6 Continuous Improvement

WH&S is an ongoing process of assessment and oversight.

- All incidents and critical incidents will be followed up with actions designed to address immediate concerns and, where necessary, improve the School's WH&S system
- Where work practices change, the WH&S risks will be re-assessed and, where necessary, WH&S systems changed
- WH&S practices will be reviewed regularly and identified improvements implemented