



The Cottage School Inc.

WORK HEALTH AND SAFETY POLICY

Approved by Committee 22 June 2016

The Cottage School Inc (the School) is firmly committed to securing the health and safety of employees, volunteers, parents or carers, contractors, students and visitors and providing a healthy and safe workplace.

Employees, volunteers, parents or carers, contractors, students and visitors are to be given the highest level of protection from hazards and risks as is reasonably practicable.

The School is committed to continual improvement of its health and safety performance through effective health and safety management.

Definitions

Workers: Workers include paid employees, volunteers, parents or carers, contractors, students and visitors.

Workplace: Any place where work is performed, including Camp, Environment Day, Bike Day etc.

Reasonably Practicable: The term 'reasonably practicable' means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health or safety, taking into account and weighing up all relevant matters including:

- the likelihood of the hazard or risk occurring
- the seriousness of the risk
- what the person concerned knows, or ought reasonably to know, about the hazard or the risk, and ways of eliminating or minimising the risk,
- the availability and suitability of ways to eliminate or minimise the risk.

After assessing these matters the cost of ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk, may also be taken into account.

Responsibilities

The School

The School must ensure, so far as is 'reasonably practicable', the health and safety of its workers by providing and maintaining:

- a safe and healthy working environment,
- safe plant and equipment,
- safe systems of work,
- adequate facilities for the welfare of workers,
- information, training and instruction or supervision to workers,
- monitoring of the health of workers and the conditions at the workplace,
- consultation, co-operation and communication with workers in all matters relating to health and safety in the workplace,
- a commitment to continually improve health and safety performance through effective health and safety management.

The Committee

Each Committee Member has a duty or obligation to exercise 'due diligence' to ensure that the School complies with its duties or obligations.

Due diligence is defined to include taking reasonable steps in relation to:

- acquiring and keeping up to date knowledge of work health and safety matters,
- gaining an understanding of the nature of the operations and the hazards and risks associated with those operations,
- ensuring that the School has available and uses appropriate resources and processes to enable hazards associated with the operations to be identified and risks eliminated or minimised,
- ensuring that the School has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding to these in a timely way,
- ensuring that the School has and implements processes for complying with its duties and obligations, and
- verifying all of the above.

The Workers

Workers must:

- take reasonable care for their own health and safety,
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as the worker is reasonably able with any reasonable instruction given by the Committee to allow the School to comply with the WHS Act,
- cooperate with any reasonable School policy or procedure which relates to work health or safety and that has been notified to workers,
- in relation to all head injuries as well as injuries which will require ongoing first aid or medical treatment, an Incident Report Form will be completed as soon as is practicable,
- report all known or observed hazards to the Administration Coordinator.