



Work Health Safety Policy Overview

Ref: <https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy?refid=285835>

Purpose

HPS is committed to providing a safe and healthy workplace environment for all students, employees, volunteers and visitors through adopting a preventative and strategic approach. The rights and duty of care responsibilities of everyone in the workplace are recognised and supported.

1 Implementation

- a. Safe systems of work are implemented and regularly reviewed.
- b. WHS Consultation Statement negotiated with and communicated to all staff, and appropriately displayed.
- c. WHS management and review is built into Executive, Stage and Communication meetings with regular updates and opportunities for raising of concerns.
- d. WHS Management Action Plan developed and communicated to all staff.
- e. New DEC members of staff complete WHS Induction for Employees. A register of completion kept.
- f. New HPS members of staff undergo a site specific WHS Induction. A register of completion kept.
- g. Relevant WHS signage appropriately displayed throughout school, monitored and maintained.
- h. An annual schedule for periodic WHS inspections developed and implemented.
- i. Risk Management Plans developed for all excursions.
- j. Updated Emergency Management Plan tested 6 monthly and uploaded to ICE.
- k. An annual schedule of emergency drills (evacuation, lock down) developed and implemented.
- l. Dates of emergency and evaluations of drills uploaded to ICE.
- m. Students diagnosed with anaphylaxis identified. Up to date Health Care Plans, including ASCIA plans stored with current (clear expiry date) adrenaline auto injector, confirmed.
- n. Allergens in the Workplace Risk Management Plan developed and implemented.
- o. Chemical Register updated annually.
- p. Hazardous substances and dangerous goods secured safely.
- q. Register of staff injuries maintained.
- r. Employees with injury or sickness managed in accordance with DEC Return to Work and other relevant guidelines.
- s. Incidents are investigated, with corrective measures implemented and recorded.
- t. WHS Self Assessment Tool completed annually.

2 Evidence

- 2.1 WHS Consultation Statement.
- 2.2 Minutes of staff/executive/P&C meetings re: WHS Management Action Plan.
- 2.3 Uploaded information to ICE.
- 2.4 Register of staff WHS training.
- 2.5 Annual schedule for periodic WHS inspections.
- 2.6 Chemical register.
- 2.7 Staff Injury Register.
- 2.8 Samples of student Health Care/ASCIA plans.
- 2.9 Completed WHS Self Assessment Tool and action plan.

3 Policy Review

- 3.1 WHS Management Action Plan reviewed annually and after each serious WHS Incident.
- 3.2 Work Health and Safety Policy at HPS evaluated cyclically as part of the school's evaluation plan.