



STATEMENT OF INTENT

Kilparrin Teaching and Assessment School and Services (Kilparrin) is committed to the proper management of work health and safety, (WH&S).

It is the aim of DECD to minimise the risk of injury and disease to employees and other persons by adopting a planned and systematic approach to the management of WH&S and providing the resources for its successful implementation and continuous improvement.

OBJECTIVES

The objectives of this policy are to ensure:

- all hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled
- measures to control hazards and risks to health and safety are regularly monitored and evaluated
- staff are consulted and encouraged to contribute to the decision making process on matters affecting their health and safety at work
- all staff receive the appropriate information, instruction, training and supervision they need to carry out their responsibilities safely.

STRATEGIES

Kilparrin will achieve its WH&S objectives by developing and implementing appropriate policies and procedures that guide staff in carrying out their responsibilities in:

- identifying hazards and risks to health and safety associated with tasks and activities carried out by Kilparrin staff
- assessing the degree and level of risks arising from hazardous tasks or activities
- selecting, implementing and maintaining appropriate measures to control risks to health and safety
- consulting with staff on matters that may affect their health and safety
- identifying, developing and providing appropriate information, instruction and training to equip leadership, the H&S representative and staff with the knowledge and skills necessary to meet their responsibilities
- developing, implementing and monitoring plans to put Kilparrin's health and safety policies and procedures into effect.

DESIGNATED ROLES AND RESPONSIBILITIES

Principal

The Principal has a responsibility to:

- carry out the roles and responsibilities as detailed in the relevant legislative framework and health and safety policies and procedures
- ensure relevant health and safety policies and procedures are effectively implemented
- ensure all risks to health and safety are identified, assessed and effectively controlled
- ensure the effectiveness of risk control measures are regularly monitored and deviations from standards rectified
- ensure staff have adequate knowledge and skills to carry out their health and safety responsibilities

- ensure staff are consulted on any proposals for, or changes to, the workplace, work practices, policies or procedures that may affect the health and safety of employees.

Staff

Staff have a responsibility to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Staff have a responsibility to:

- report any incident or hazards at work to the principal using the *Injury Report* (ED 155) or *Hazard Needs Attention* forms
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures
- obey any reasonable instruction aimed at protecting their health and safety while at work
- use any equipment provided to protect their health and safety while at work
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
- consider and provide feedback on any matters which may affect their health and safety
- ensure they are not so affected by alcohol or another drug to endanger their own or any other persons' health and safety.

H&S Committee

Kilparrin will establish an H&S Committee consisting of leadership and staff representatives. The H&S Committee will be the principle forum for leadership to consult with staff on broad health and safety policy and procedural issues.

The responsibilities of the H&S Committee are to:

- assist in the development, monitoring and review of health and safety policies and procedures
- consider any proposal for, or changes to, the workplace, policies, work practices or procedures that may affect the health and safety of staff
- promote the importance of health and safety amongst staff
- monitor Kilparrin's health and safety performance
- monitor the rehabilitation of injured staff (as appropriate)
- assist in the resolution of health and safety disputes.

H&S Representative

Kilparrin will encourage and facilitate the election of an H&S representative to represent staff on health and safety matters.

The role of H&S Representative is to:

- represent staff on health and safety matters
- investigate health and safety related complaints prior to representations to leadership
- make representations to leadership and report back to staff on any matter relating to health and safety
- discuss with the staff any proposals or matters that may affect their health and safety
- assist leadership in the identification of hazards, the assessment of risks and implementation of risk control measures
- assist in promoting adherence to health and safety policies and procedures
- assist in the monitoring of risk controls and health and safety policies and procedures.

REVIEW OF WH&S POLICY

This WH&S policy will be reviewed annually in consultation with the H&S Committee.

The review will involve assessing the effectiveness of the policy and program by:

- reviewing overall health and safety performance
- monitoring the effectiveness of policies and procedures.

DISSEMINATION OF POLICY

Each staff member will be provided with information about accessing this policy as part of their induction. Staff will have ready access to all health and safety policies and procedures through the DECD web site, the H&S Committee and the H&S Representative.

DECD H&S Reference:

Kilparrin staff should refer to the DECD web site for further information about WH&S Policy and Procedures and other H&S information documents.

Web Reference: <http://www.decd.sa.gov.au/hr> (*click on Health and Safety tab then Policies and Procedures*)

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Cathy Roche-Wells
Principal

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Karen Colliver
H&S Representative