**Nhill Lutheran School**

ABN 16 649 962 149

2 Mackay Street, Nhill 3418

*Phone:* (03) 5391 2144

*Fax*: (03) 5391 1220

*email*: admin@nls.vic.edu.au

www.nhillls.vic.edu.au

# *WORKPLACE HEALTH, SAFETY AND WELLBEING POLICY*

**PREAMBLE:**

This policy recognises the need for health, safety and well-being of all employees within the School. The School Board has a duty to provide and maintain, so far as is practicable, a working environment that is safe and without risks to health. Where risks cannot be sufficiently mitigated, they will be reduced to the extent that is practical.

The School Board is responsible for:

1. providing and maintaining safe equipment and systems of work;
2. making and monitoring arrangements for the safe use, handling and storage of equipment, plant and substances;
3. maintaining the workplace in a safe and healthy condition;
4. providing adequate facilities for the welfare of employees and students;
5. providing information, training and supervision for employees, enabling them to work in a safe and healthy manner.

The Principal is responsible for the implementation of this policy and reporting Occupational, Health & Safety (OH&S) matters to the School Board. The Principal will be assisted by a health and safety committee that will meet at least quarterly. If employees wish, they can elect a health and safety representative (HSR) to represent them. The health and safety duties of employees at all levels will be detailed and training arranged where necessary. In fulfilling the objectives of this policy, the School Board and management are committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

# *DUTIES of STAKEHOLDERS*

**The School Board**

The School Board will;

* take every practicable step to provide and maintain a safe and healthy work environment for all employees and students, including mental health and wellbeing.
* receive and consider reports from the Principal at each meeting in regard to OH&S matters.
* promote awareness and change in relation to health and safety.

**The Principal**

The Principal is responsible for managing OH&S in the school within the requirements and guidelines set by the School Board and may allocate responsibilities to employees.

Key responsibilities for OH&S include:

* making decisions on OH&S in consultation with the HSR and employees;
* ensuring that risks in the school (e.g. manual handling, chemicals, equipment) are controlled;
* purchasing safe equipment that does not involve hazards and risks;
* keeping school buildings and grounds safe and ensuring risks associated with new buildings are eliminated by liaison with building designers and authorities;
* addressing issues raised by HSR and/or health and safety committee;
* ensuring the welfare of employees and students; and
* ensuring that records relating to OH&S matters and employees are maintained and monitor the health of employees eg. risk register

**All Employees, Volunteers and Contractors**:

* are responsible for compliance with the School’s Workplace Health and Safety Policy and work processes;
* must observe and fulfil their duty of care under the OH&S Act 2004 and Regulations for their own health and safety and that of others affected by their actions on the School premises or whilst on school excursions or business;
* must co-operate with the Principal with respect to any action the Principal must take to comply with the OH&S laws and regulations;
* must make regular assessments of health and safety performance and resources in co-operation with those with designated health and safety job functions;
* must inform the Principal and a health and safety representative or OH&S committee member of hazards, near miss incidents or injuries and accidents to employees, students and visitors occurring on the School premises or excursions;
* must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of others.

The School Board seeks co-operation from all stakeholders in realising occupational health and safety objectives and creating a safe and healthy work environment.

DATE: September 2024

FOR REVIEW: September 2027