

# Work, Health & Safety (WHS)

## Policy Scope

This policy relates to ACC Darling Downs Ltd.

## Policy

Work, Health and Safety (WHS) is of fundamental importance to the school. WHS is everyone's responsibility and it requires ongoing cooperation.

The purpose of this policy is to outline:

1. Who is responsible for WHS
2. The procedure for identifying safety issues
3. The processes for managing safety

## Who is responsible for Health and Safety?

1. All individuals
  - a. must take reasonable care of their own health and safety
  - b. must take reasonable care that their conduct does not adversely affect others
  - c. must comply, so far as they are reasonably able, with instructions
  - d. must cooperate with reasonable notified policies and procedures
  - e. must take reasonable care to ensure that their actions do not cause a safety or health risk to others in the school
2. The WHS Officer
  - a. The WHS Officer, or their delegate, will conduct regular audits and monitor the school environment to minimise the risk of injury to any persons
  - b. The WHS Officer is nominated by the Principal
  - c. The WHS Officer, in consultation with the School Executive, ensure reasonable steps are taken to resolve any WHS issues as soon as practicable

## How are safety issues identified?

1. The school encourages all staff, students, parents and visitors to be vigilant in regards to safety in the school environment.
2. Staff identifying any hazards in the workplace are to complete a maintenance request via Quickschools under "School Forms" or directly via this web link:  
<https://accmp.wufoo.eu/forms/acc-darling-downs-maintenance-request/>
3. An audit of school grounds and buildings is undertaken each term.

## How are WHS incidents reported?

1. When an incident occurs, the staff member must complete the WHS Incident Form on Quickschools under "School Forms" or directly via the web link:  
<https://accmp.wufoo.com/forms/acc-dd-whs-incident-report/>

## What precautions are taken to manage safety?

1. All campus visitors are required to sign-in and sign-out via the School Office on arrival and they are required to wear a visitor's badge while they are on campus.

2. The WHS Officer & Manager of Administration review the maintenance requests provided and report to the School Executive.
3. All practical activities and excursions are required to prepare a risk assessment prior to conducting the activity.
4. Safety Data Sheets are maintained for all chemicals held on school grounds.

#### **How are WHS issues promoted to the school community?**

1. WHS is included on the agenda of staff and executive meetings to give staff the opportunity to identify any hazards or to voice any concerns.
2. Term audits of school grounds and buildings assist in promoting a consciousness of the school surrounds.
3. Regular drills are held to familiarise staff and students with procedures.

#### **What training and development is available for staff?**

1. Staff are encouraged to undertake formal training in safety controls.
2. Staff are required to undertake and maintain First Aid Training, Anaphylaxis Training and Cardio Pulmonary Resuscitation.
3. Staff are encouraged to complete the AIS online course "Basic Chemical Safety Induction for all School Staff."
4. Safe working procedures are to be developed for all aspects of the school.
5. All new staff are required to undertake WHS training during their orientation.

#### **How are injuries to staff, students or visitors managed?**

1. Refer to the [First Aid Policy](#)

#### **What procedures are in place for emergency situations?**

1. Refer to the [Emergency Management & Security Policy](#)

#### **Documentation**

1. WHS Manual
2. Audit booklets
3. Incident reporting form
4. Registers of First Aid Training; Anaphylaxis Training; Chemical Safety Training.
5. Agenda item WHS
6. First Aid Policy
7. Emergency Management & Security Policy

#### **Policy Review**

On change of legislation or at the discretion of the School Board of ACC Darling Downs Ltd

#### **Policy Version**

4.0