

# HEALTH, SAFETY AND WELLBEING POLICY

**Scope:**

- This policy applies to all employees, students, visitors, volunteers and contractors in DEECD schools and offices.

**PRINCIPLES**

- The Department of Education and Early Childhood Development (DEECD) recognises its legal and social responsibility to prevent work-related injury and illness and to provide a healthy, safe and supportive workplace for its employees and others who come into DEECD schools and offices. DEECD Executive is committed to improving workplace health, safety and wellbeing as a fundamental people management responsibility. Principals and managers and staff need to work collaboratively to implement improvements.

**Aim:**

- Safe, healthy, supportive school, free from injury and disease.

**Objectives:**

The objectives are to:

- prevent injury/illness from occurring in the workplace
- comply with all statutory requirements with regard to Acts and Regulations, codes of practice and standards as the minimum acceptable level.

**Implementation:**

**ACTION**

Schools and workplaces will:

- develop a clear system of responsibility and accountability for principals/managers and employees. This involves inclusion of OHS responsibilities in job descriptions and accountability for the outcomes
- develop and apply OHS policies, procedures and practices in accordance with statutory requirements and accepted health and safety standards
- integrate OHS compliance, awareness and prevention strategies into departmental and local workplace policies and procedures
- provide instruction, information and training for principals/managers (including senior management and regional personnel) and employees to enable them to perform their OHS roles and responsibilities
- consult with employees on health, safety and wellbeing issues directly as well as through their health and safety representatives and employee representative organisations on issues affecting them
- allocate adequate resources to maintain healthy, safe and supportive workplaces
- implement effective and innovative initiatives to improve health, safety and wellbeing in all DE&T workplaces
- investigate accidents and act to prevent reoccurrence
- implement effective reporting, recording and investigation of all workplace injuries, illnesses and incidents
- reduce health, safety and wellbeing risks through a documented process of hazard identification, risk assessment and control
- monitor, review and improve health, safety and wellbeing management systems.

**ROLE OF DEECD PRINCIPALS is to:**

- be actively involved in and responsible and accountable for maintaining a healthy, safe and supportive workplace
- implement health, safety and wellbeing policies and procedures

- provide adequate and competent supervision with regard to employee health, safety and wellbeing
- ensure that fire wardens, first aiders and health and safety representatives are in place in your school or work area
- take part in training to ensure a knowledge of your obligations and responsibilities with regard to occupational health and safety
- correct hazards promptly
- act early to address stress, bullying, morale and similar people management issues.

**ROLE OF DEECD EMPLOYEES**

The role of DEECD employees is to:

- carry out health, safety and wellbeing procedures and practices
- protect your own health, safety and wellbeing and that of fellow workers
- take part in training to ensure a knowledge of employee health matters and to develop safe work practices
- report hazards and work relationship problems quickly to your manager. Your health and safety representative can be involved where issues are not resolved.

**Evaluation:**

This policy will be reviewed in line with best practice and DEECD guidelines.