WORKPLACE HEALTH AND SAFETY (WHS) POLICY

Relevant to:	**All staff**
Developed by:	**Leadership Team**
Date of Introduction:	**December 2019**
Date of Most Recent Review:	**November 2025**
Date for Review:	**Nov 2027 (2 years or as required)**
Approved:	**School Board Apr26**
Related Documents:	**Maintenance Schedule, Emergency Management plan, Staff Induction, Risk Assessment policy and templates**

1. OVERVIEW

Compliance with workplace health and safety legislation requires a clear understanding of:

- What constitutes a workplace
- Who the duty holders are
- Their responsibilities
- The standard of care that is reasonably practicable

Under the **Work Health and Safety Act 2012 (Tasmania)**, the **Person Conducting a Business or Undertaking (PCBU)** has the primary duty of care. Officers of the PCBU are legally obliged to exercise due diligence to ensure compliance with this duty.

2. Key Definitions

Workplace - A workplace in the context of a school can be anywhere a school worker or student is, or is likely to be, while at work. This can be on-or off-site.

Person Conducting Business or Undertaking (PCBU) – Is the legal entity, which holds the primary WHS duty of care. In the case of TVSS this is the Business Manager.

Duty holder – Duty holders include the PCBU, Officers and Workers.

Duty of Care: The legal obligation to ensure the health and safety of others. This is limited by what is reasonably practicable. Practicable means it must be possible or capable of being done safely. To carry out a duty as far as is reasonably practicable means the degree of risk in a particular activity or environment can be balanced against measures taken to control it.

Officer - An officer is a person who makes decisions, or participates in making decisions, that affect the whole or a substantial part of TVSS's business or operations or has the capacity to significantly affect the financial standing of TVSS's business or operations. In TVSS's case this is the School Board, the Principal and Management Team.

Reasonably Practicable – That which is, or was at a particular time, reasonably able to be done in relation to ensuring health or safety, balancing the degree of risk in a particular activity or environment against measures taken to control it. including:

- The action is possible or capable of being done safely
- Likelihood and severity of risks
- Knowledge of hazards
- Ways to eliminate or minimise risks
- Costs relative to the level of risk

3. Duty of Care Statement

TVSS staff, particularly teachers, have a fiduciary duty of care to take all reasonably practicable steps to protect students from foreseeable harm. This duty extends to all staff, volunteers, contractors, and visitors, requiring proactive steps to maintain a safe and healthy environment.

4. POLICY OBJECTIVE

Tamar Valley Steiner School is committed to:

- Providing, so far as reasonably practicable, a safe and healthy workplace for all staff, students, volunteers, parents, contractors, and visitors
- Complying with all relevant WHS legislation
- Promoting a culture of safety and shared responsibility

This will be achieved through structured safety management, hazard identification, risk assessment, preventive maintenance, emergency preparedness, and staff training.

3. SAFETY MANAGEMENT STRUCTURE

3.1 Management Team (MT) Responsibilities

- Implement and maintain an effective WHS program
- Allocate an appropriate WHS budget
- Review and approve risk assessments for all activities
- Review corrective actions for safety incidents
- Report significant safety breaches to the School Board and relevant authorities

3.2 Business Manager Responsibilities

- Develop and manage Safety Plans
- Assist staff in conducting risk assessments
- Ensure all incidents are reported and addressed
- Advise the College Executive and School Board on WHS matters
- Implement staff induction which ensures staff understand and have:
    - Clear safety management structure with defined roles and responsibilities
    - Procedures for reporting, investigating, and addressing incidents
    - A systematic approach to identifying and managing potential hazards
    - Regular drills and preventative maintenance of school facilities and equipment
    - Access to appropriate first aid and medical care for work-related injuries or illnesses
    - A culture of safety across the entire school community
    - Clear guidance on emergency procedures and response processes

3.3 Staff, Volunteers, Workers, and Parents

- Take reasonable care of their own health and safety
- Consider the health and safety of others affected by their actions

- Report all incidents to the Principal, Business Manager or delegate
- Foster a culture of safety, following safe work practices
- Teachers have a specific duty of care to students

5. ACCIDENT, INJURY, AND INCIDENT REPORTING

- All incidents must be documented using the **Accident, Injury, and Incident Reporting Form**
- The Teacher on Duty completes the form, followed up by the class teacher
- Forms are submitted to the Business Manager for collation, review, and reporting to the School Executive and School Council
- Corrective actions are implemented as required

6. HAZARD IDENTIFICATION AND RISK ASSESSMENT

- Risk assessments are mandatory for all activities with inherent risk, on or off-site
- The **TVSS Risk Assessment Matrix** is used for consistency
- The Business Manager, or a delegate ensures thorough **site hazard inspections** are conducted each term, focusing on:
    - Machinery and equipment
    - Hazardous chemicals
    - Bush School programs
    - Contractor management
    - Fire safety management
    - Medical emergencies
- Daily hazard walks are also conducted by the BM or delegated staff
- Risk management strategies may include avoidance, mitigation, insurance, and preventive measures
- Risk assessments should consider the competence of personnel performing the task

7. PREVENTATIVE MAINTENANCE AND DRILLS

- Annual maintenance plans cover major fixed assets, including compliance with:
    - Electrical safety
    - Fire safety equipment
- Fire drills are conducted at least once per term during bushfire season

8. ACCESS TO FIRST AID

First aid is provided as per the First Aid policy which ensures the school is meeting its obligations under WHS regulations.

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