KING’S BAPTIST GRAMMAR SCHOOL

WORK HEALTH & SAFETY ACT POLICY 2 - General Policy

The School Board and the management of King’s Baptist Grammar School are committed to ensuring so far as is reasonably practicable that employees, contractors and others, whilst at work, or present in the work environment, are safe from injury and illness. King’s Baptist Grammar School shall provide and maintain a safe working environment, safe systems of work, and equipment and materials in a safe condition, to protect employees, contractors and others against risks to health or safety arising from work activities.

We will ensure compliance with the WH&S Act 2012 (SA), the WRC Act (1986), WH&S Regulations 2012 (SA), and approved codes of practice. We will also implement management systems with a continuous improvement focus, that reflect the school’s philosophy to identify, assess and control risks to health and safety by eliminating or minimising the risk of injury or illness.

Our key objectives are to identify hazards associated with our workplace and work practices, then to assess the degree of risk arising from the hazards and control the associated risks to any person who may be affected by the school’s operations.

This will be achieved by providing appropriate information, training and supervision for all employees. We will also aim to ensure appropriate financial resources, equipment, personnel and expertise are provided to enable employees, volunteers and contractors to carry out their work safely. Appropriate emergency procedure plans will also be developed and implemented.

The Principal as Responsible Officer under delegation from the School Board will take reasonable steps to ensure compliance by King’s Baptist Grammar School under the WH&S Act 2012 (SA). The Responsible Officer will seek the allocation of adequate resources, and facilitate the development of an annual WH&S / Injury Management Plan, to implement a WH&S management system adapted to King’s operations. The Responsible Officer will delegate the responsibility for managing WH&S and Injury Management systems to appropriate line managers / senior staff.

Line Managers / Senior Staff will take action to implement and monitor the WH&S and Injury Management systems to control workplace risks to injury, illness and equipment damage. In particular, they will consult with employees and contractors on issues as they arise, and take appropriate action to control risk to injury and illness on incident and hazard reporting, including ensuring incident and hazard reports are completed with adequate information to facilitate investigation.

Staff, Contractors and Volunteers will comply with school WH&S policies, procedures and Injury Management requirements, and ensure that they follow
directions from managers. They will report any hazards identified and participate and contribute to the WH&S management system to control risk.

**Consultation**

Consultation on WH&S and Injury Management issues will occur as required if necessary between employees and senior staff. More formal consultation will be facilitated through the WH&S Committee members and meetings where WH&S is an agenda item.

WH&S Committee members will participate in reviewing policies, procedures and hazard management plans and other duties as specified in WH&S legislation and by King’s Baptist Grammar School. This policy statement shall form part of our WH&S and Injury Management strategy, and will be reviewed every three years. New employees, contractors and volunteers shall be provided with a copy as part of their induction program. All employees, contractors and volunteers are required to read and comply with relevant sections of the policy and procedures that support this statement.

Dated Implemented: 21/03/14    Review Date:  2016

Principal .............................................................. Date ....../....../......

Chair WH&S Committee ................................. Date ....../....../......