



ILLAWARRA
CHRISTIAN
EDUCATION



WHS Framework 1

Work, Health & Safety

Management



CEN
HUB

NSW & ACT

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1.0	October 2019	New Illawarra Christian Education updated policy (Illawarra Christian School & Calderwood Christian School)

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Version History

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1.0	October 2019	New Illawarra Christian Education Policy from CEN Hub Policy (Illawarra Christian School and Calderwood Christian School)
1.1		

Illawarra Christian Education (Illawarra Christian School and Calderwood Christian School)
Mission: In Christ's service to partner with parents in providing a quality Christian Education founded on the Word of God.

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Important related documents:**WHS Framework:****1 WHS Management****2 Campus:**

- 2-1 Buildings & Facilities
- 2-2 Hazardous Substances
- 2-3 Manual Handling

3 Incidents:

- 3-1 Reporting & Investigating Incident
- 3-2 Critical Incidents
- 3-2a Critical Incident Plan
- 3-3 Return to Work
- 3-3a Return to Work Program

4 Medical:

- 4-1 First Aid
- 4-2 Student Medication
- 4-3 Significant Medical Needs

5 Events & Excursions:

- 5-1 Off-Campus Education
- 5-2 Overseas & Local Mission Trips

6 Human Rights:

- 6-1 Anti-Discrimination
- 6-2 Workplace Bullying
- 6-3 Sexual Harassment

Employment Policy suite

Teaching & Learning Policy suite

Staff Code of Conduct

Child Protection Policy

Welfare Policy

Student Anti-Bullying Policy

Attendance Policy

Community Development policies

Sun Protection Policy

Compliance Framework

Risk Management Framework

Relevant Legislation:

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2011 (NSW)

Education Act 1990 (NSW)

Australian Education Act 2013

Australian Education Amendment Bill 2014

Explosives Act 2003 (NSW)

Environmental Planning and Assessment Regulation 2000 (NSW)

Fair Work Act 2009 (NSW)

Workers Compensation Act 1987

Workplace Injury Management and Workers Compensation Act 1998

Workplace Injury Management and Workers' Compensation Regulation 2002

Workers Compensation Regulation 2010

Australian Human Rights Commission Act (1986)

Age Discrimination Act (Cth)2004

Disability Discrimination Act 1992 (Com)

Disability Discrimination and other Human Rights Legislation Amendment Act (Cth) 2009

NSW Anti-Discrimination Act (1975)

NSW Anti-Discrimination Amendment (Miscellaneous Provisions) Act (2004)

Racial Discrimination Act (Cth)1975

Sex Discrimination Act 1984 (Cth)

Other References:

Registered & Accredited Individual Non-government Schools (NSW) Manual, January 2017 - latest version on NESA website

www.safework.nsw.gov.au – codes of practice

www.nationalsecurity.gov.au – terror alerts

www.humanrights.gov.au - information re: discrimination etc

All relevant codes of practice

<https://www.humanrights.gov.au/employers/good-practice-good-business-factsheets/quick-guide-australian-discrimination-laws>

1 INTRODUCTION

WHS is a dynamic area in relation to improving the safety and well-being of the school community: maintaining currency with legislative changes or best practice; continually monitoring risk; and responding to the needs of the ongoing development of the school.

The school seeks the welfare and safety of all staff and students, and everyone who enters the premises. The systems it has set up to achieve that are designed to comply with the requirements of local, state and national government and other regulatory bodies. As the school develops and grows, WHS assessment is engaged to adequately manage risks.

Risk is inevitable in the growth of any organisation. Risks must be well-managed to take advantage of opportunities: however it is not necessary to eliminate all risk. Recognising, evaluating and handling risk is a critical skill that is also programmed into the education for students, enabling them to address the opportunities that are presented to them as they mature.

Communication and training ensures that all staff and students are engaged in the processes of WHS, as well as in the cycle of continuous improvement of the school's management of work health and safety across all its activities and sites.

2 CHRISTIAN RATIONALE

References to Illawarra Christian Education below include reference to its schools.

Illawarra Christian Education affirms the worth and dignity of every person as made in the image of God; created by Him to be unique in themselves; equally precious in His sight and loved by Him, according to Genesis 1:27 'So God created mankind in his own image, in the image of God he created them; male and female He created them.'

Therefore the school places a high priority on the physical, emotional, intellectual and spiritual health, safety and wellbeing of every person connected with the school, its activities, or who enters the school grounds upon legitimate business.

We honour the authority God has given to the government of our nation and uphold the laws of the land. Therefore our WHS framework is consistent with the requirements of legislation and other regulators; and the Biblical injunction to love others, which is the fulfilment of the law. (Matthew 13:9-10 'The commandments are summed up in this: "Love your neighbour as yourself." Love does no harm to its neighbour. Therefore love is the fulfilment of the law.')

Love always protects. (1 Corinthians 13: 5) More than a 'set of rules', WHS policies and procedures guide people for their protection in carrying out their duties and responsibilities; and also in their care for others.

God has provided many opportunities for Illawarra Christian Education, and has led the school through the challenges of the past to achieve its goals. The school has been built on faith and prayer and trust in God's guidance. Change brings opportunities and risks. We seek to carefully consider each new proposal with wisdom and discernment for the benefit of all students, staff and the wider community.

Diligence in planning and procedures, to meet the requirements of regulatory bodies is a matter of integrity and good management. It is also an outworking of faith in God and wise stewardship of resources. Jesus said: "*Suppose one of you wants to build a tower. Won't you first sit down and estimate the cost to see if you have enough money to complete it? For if you lay the foundation and are not able to finish it, everyone who sees it will ridicule you.*" Luke 14:28-29

These principles are the basis for our decisions, actions and policies

3 PURPOSE OF THIS DOCUMENT

The WHS Framework sets out the School's policies and procedures to implement a positive health and safety culture in the school for the benefit of students, staff, contractors, volunteers and visitors. It takes a systematic risk-management approach to managing potential hazards and risks of school business and activities.

It is effective for all the School's premises; and for other locations where school activities take place.

4 TABLE OF RESPONSIBILITIES

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
Board	
Oversight of WHS compliance and performance	BM report
Principal	
Ensure effective WHS system	Incident reports
Active promotion of mutual care in matters of WHS among students, staff, contractors, volunteers and other visitors	Staff induction; PD week program; Student Code of Conduct; Code of Conduct for Parents & Visitors
Report notifiable incidents	Incident reports to SafeWork NSW
Business Manager	
Oversight of management of WHS	WHS maintenance plan; reports
Convene WHS Team	Minutes of WHS meetings
Prepare annual WHS plan	WHS Plan
Effective emergency response plans in place	Critical Incident plan/s
Incidents reported, investigated and actioned satisfactorily	Incident reports; WHS Action List
Management of workplace injury & Return to Work programs	Reports; individual RTW programs
Site inspection/ organise maintenance	Maintenance schedule
Ensure Risk Assessment for new work and apply controls	Risk Assessments; relevant certifications
Communication & consultation re: WHS matters	Emails; Staff meetings; Induction register; PD register of attendance; other training records

Monitor & evaluate the implementation and effectiveness of WHS risk management measures	WHS Risk Register
Inform the Board of WHS performance and significant matters	Principal's report to the Board
Management of WHS Framework & documents	Review of WHS policy & procedures
WHS Team	
Review implementation of the annual plan, WHS performance and improvement	Minutes of WHS meetings
Coordinate staff training	Training notes; PD WHS register; minutes of WHS meetings
Section Coordinators	
Communicate relevant WHS matters to staff as required	Emails; staff meetings;
Ensure WHS policy & procedures implemented	Relevant forms, RA's
Staff	
Promote & enact WHS around school	Student Code of Conduct; incident reports; hazard reports
Meet training requirements	PD Register
Meet obligations under Return to Work program and other guidelines to support their return to workplace	Individual Return to Work program
Excursion planning & Risk Assessments	Risk Assessment
Controls for off-site activities	Risk Assessment
All staff, students, visitors	
Follow all relevant WHS instructions and directions	Incident reports
Report all WHS hazards and incidents	Hazard reports
Participate in training/ safety drills as required	Training attendance
Take measures to ensure their own health & safety	Incident reports
Follow safety directives for tasks	Evaluations; incident reports
Ensure actions or omissions do not adversely affect the health and safety of others	Incident reports
Volunteers on camps	Volunteer Code of Conduct

5 DEFINITIONS

The School – Both Illawarra Christian School and Calderwood Christian School.

PCBU – Person Conducting a Business or Undertaking – the school

Duty of Care – responsibility of the PCBU to take all reasonably practical steps to ensure the safety of any person who 'works for or is affected by' the PCBU

Reasonably practicable – reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- The likelihood of a hazard or risk occurring, and the degree of harm that might result
- What the person concerned ought reasonably know about the hazard or risk and how to eliminate or minimize the risk
- The availability and suitability of ways to eliminate or minimise the risk
- The associated cost, including whether the cost is grossly disproportionate to the risk

(See Section 18 of the Work Health and Safety Act 2011 for the full definition.)

WHS Hazards – anything with the potential to harm life, health or property

WHS Risks – the potential events hazards may trigger including the possibility of injury, illness, damage or loss

WHS Risk Control – action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury/ illness to people, or damage to property or the environment

Organising Teacher – the staff member running an on-campus or off-campus activities

6 POLICY

Illawarra Christian Education is committed to a safe and healthy place of work and learning through a systematic risk management approach; to ensure compliance with the Work Health and Safety Act (2011) and any other relevant legislation and applicable Codes of Practice, as far as possible.

6.1 Duty of Care

The School's duty of care will ensure, so far as is reasonably practicable, the health and safety of:

- Students, at school, or authorised off-campus activities, or otherwise engaged in organised school activities
- Teaching and ancillary staff, other employees, volunteers and contractors, whilst engaged in school activities and work
- Legitimate visitors to the site

- exercised through the implementation of a safe work environment and work practices.

6.2 Mutual Responsibility

- (a) Every person within the school carries some responsibility for their own wellbeing and for the wellbeing of others in the school.
- (b) Staff priority must be the wellbeing of students and minimisation of harm, particularly in teaching and supervising activities.

6.3 Consultation and Engagement

The School's ongoing commitment to WHS principles ensures that stakeholders are consulted and engaged in WHS processes.

6.4 Managing WHS Risks

Risk assessment is undertaken for all new developments or activities of the school to maximise the educational and business growth of the school, through engaging the most effective risk management controls.

6.5 Training

All relevant staff, parents and volunteers will be given adequate training for them to carry out their WHS responsibilities according to the event or situation in which they are involved.

6.6 Continuous Improvement

WHS management at Illawarra Christian Education is designed to be a process of continuous improvement

7 WORK HEALTH AND SAFETY MANAGEMENT SYSTEMS

The school adopts a strategic and preventive approach to health and safety; using measurable objects and targets to monitor performance.

7.1 WHS System

(a) Overview

The school aims to provide an effective and accessible WHS management system for all employees and others to guide safe working and learning.

The work health and safety of students, staff and others will be promoted by:

- Modelling WHS practices by leadership
- Establishing effective policies and procedures

- Maintaining a WHS Plan for ongoing action and maintenance; and including staff training
- Informing and training staff, volunteers and contractors in their roles and responsibilities in maintaining a healthy and safe school environment
- Identifying, assessing and treating hazards and risks
- Dealing with incidents and critical incidents as they arise

(b) Mutual Responsibility

WHS is a shared responsibility involving all who are regularly part of the School, and those who are visiting.

- Staff, volunteers, parents, contractors and visitors to the school are encouraged to exercise care to keep themselves and others safe.
- Students are expected to exhibit responsible and caring behaviour at all times, to promote a safe and healthy school environment.

(c) Duty of Care

Duty of care in WHS matters is exercised through a systematic approach, including:

- Maintaining safe facilities and equipment
- Monitoring hazards and risks and looking for ways to improve work health and safety, so far as is reasonably practicable
- Educating staff, students, volunteers and contractors in WHS awareness
- Ensuring familiarity with emergency procedures
- Being prepared for incidents and critical incidents
- Building WHS awareness into all procedures and activities

7.2 WHS Framework Documents

The WHS Framework consists of:

- 1 Work, Health and Safety Management (this doc)
- 2 Campus – 2-1 Buildings and Facilities, 2-2 Hazardous Substances, 2-3 Manual Handling
- 3 Incidents – 3-1 Reporting & Investigation, 3-2 Critical Incidents, 3-3 Return to Work
- 4 Medical – 4-1 First Aid, 4-2 Student Medication, 4-3 Significant Medical Needs
- 5 Excursions – 5-1 Off-campus Education, 5-2 Overseas & Local Mission Trips
- 6 Human Rights – 6-1 Anti-Discrimination, 6-2 Workplace Bullying, 6-3 Sexual Harassment

7.3 WHS Team

- (a) The WHS Team is convened according to its Terms of Reference, which is reviewed annually. (WHS Team Terms of Reference)
- (b) The Business Manager is the convenor of the WHS Team which meets throughout the year to review:
 - Hazard, incident and workplace inspection reports
 - Progress on outstanding items in the Action List or the WHS Annual Plan,
 - Items of new procedure or policy which arise
 - Review of existing policy and procedures
- (c) The Business Manager will report to the Principal on WHS matters.
- (d) The Business Manager will report to the Board regarding WHS performance, and any significant WHS matters.
- (e) Meetings are scheduled according to the Terms of Reference; including dedicated Whole Staff Meeting training sessions.
- (f) The WHS Plan will review incidents or identified hazards; review risks; prepare schedules for improvements; schedule workplace inspections; and schedule training of personnel.
- (g) The WHS Team is committed to continuous improvement of the management and practices of work, health and safety for the school.

7.4 WHS Plan

The Business Manager and WHS Team will prepare a WHS Plan that will:

- Review the WHS system and past performance to identify areas for improvement and schedule the necessary actions
- Review the major hazards in the school work environment, review related risks and risk treatments, and consider any areas for improvement, and schedule plans to make improvements
- Identify any other aspects of WHS that require special attention, and schedule plans to address those areas
- Schedule workplace inspections
- Schedule communication and training activities for staff, contractors, volunteers and others, as appropriate (WHS Training Calendar included on WHS Plan)

7.5 Engagement and Consultation

The Business Manager is responsible to the Principal for consulting with relevant staff, volunteers and contractors, as appropriate, on matters of work health and safety.

The school engages and consults with stakeholders through:

- Promoting behaviour that safeguards a healthy and safe school environment
- Collaboration in managing risks
- Collaborative decision-making re: adequacy of facilities

- Procedures for raising concerns, questions, suggestions or notifications
- Participation in WHS related problem-solving processes and site inspections
- Sharing relevant information
- Reporting hazards, near-misses and other alerts for action
- Scheduled meetings for staff to raise health and safety issues, express their views and contribute to decision-making
- Advising of changes and updates to policy and procedures

7.6 Training and Communication

Appropriate WHS training will be scheduled in the WHS Plan.

Changes to policy or procedures shall be advised as relevant. See: Section 9

7.7 WHS Risk Management

WHS risk management is a systematic process of hazard identification, risk assessment and risk control to optimise healthy and safe conditions or practices.

- (a) Regular assessment of hazards and risks upon the campus is undertaken by staff throughout the year.
- (b) WHS risk assessments will be carried out before new school activities or projects are approved.
- (c) Ongoing or repeat activities will be reviewed, as appropriate.
- (d) The school heeds health and safety warnings or advice from external authorities and sources which may impinge upon its site or activities.
- (e) Significant risks will be eliminated or reduced as appropriate and as reasonably practicable. (Section 8 Risk Assessment Process)
- (f) The effectiveness of risk management measures will be reviewed upon completion of an activity.

7.8 Facilities and Equipment

See: WHS Framework 2 Campus

- (a) Facilities are developed and maintained to be adequate for the delivery of the school's course offerings. (Master Plan; Maintenance Plan; T&L Policy 1-1 Quality of Education)
- (b) Equipment shall be procured and maintained to conform with Australian safety standards; and which is adequate for the purposes of the school. (specific Planning Instruments; Maintenance Plan; section budgets)

- (c) Staff report faults or requests to the Business Manager for action. (WHS Action List)

7.9 Contractors

- (a) Only suitably qualified and experienced contractors shall be engaged for school service.
- (b) Contractors shall hold all necessary and current licences, insurance, registrations, or permits to perform work in compliance with regulations and WHS principles.
- (c) Contractors shall be inducted to the site or job as appropriate; and notified of any potential site hazards.
- (d) Contractors shall be made aware of Emergency Procedures.

7.10 Incidents, Accidents and Critical Incidents

See: WHS Framework 3 Incidents

- (a) All incidents (including accidents, other incidents and near misses) will be investigated.
- (b) Appropriate follow-up actions to prevent recurrences will be devised, and completion of these actions confirmed.
- (c) Reporting will be made according to statutory and regulatory obligations.

See: WHS Framework 3-1 Reporting and Investigating Incidents Policy
- (d) Critical Incident Response Plans will set out instructions for staff, students and visitors to the School in the event of a critical incident.
- (e) Following a critical incident, an investigation will be held into the cause, and the effectiveness of the response.
- (f) Support shall be provided where needed.

See: WHS Framework 3-2 Critical Incidents Policy

7.11 Health and Well-being

See: WHS Framework 4 Medical

- (a) Generally, planning of school projects and activities shall consider the support and promotion of the health and well-being of students, staff and visitors to the site.

- (b) Return to work programs are developed to facilitate the safe and durable return to work for employees, where possible. (WHS Framework 3-4 Return to Work)

7.12 Off-Campus Education

See: WHS Framework 5 Excursions

- (a) Excursions, off-campus events (such as sports carnivals) and mission trips are planned within curricular programs and scheduled in the school's Annual Calendar.
- (b) Risk Assessments are completed for each activity before approval is given.

7.13 Human Rights

See: WHS Framework 6 Human Rights

- (a) The school promotes, and expects, dignity and respect among all members of the school community.
- (b) Unlawful discrimination, harassment or bullying actions or attitudes is unacceptable at Illawarra Christian Education.
- (c) All complaints of inappropriate behaviour shall be investigated and action taken for an appropriate resolution.
- (d) Violence is not acceptable. Extreme or excessive violent actions shall be reported to the police.

7.14 Animal Welfare

- (a) Animals kept at school will be maintained according to statutory requirements, and with regard for their well-being, and the health and safety of staff and students.
- (b) The Business Manager will maintain a register of animals kept at school. (AIS register)
- (c) No animal is to be brought onto the school grounds, unless permission is obtained in special circumstances.
- (d) Guide dogs, or approved companion animals, are excepted.
- (e) Nuisance animals shall be reported to the Business Manager and appropriate action taken to ensure the safety of staff and students.

7.15 Continuous Improvement

Sustained improvement in work health and safety performance is a collaborative process through a cycle of:

Commitment – Planning – Implementation – Measurement & Evaluation – Review – Commitment

- (a) The WHS system will be reviewed and updated through policy and procedural changes in response to:
- Legislative or other regulatory change, or legal advice
 - Best practice from industry
 - Advice or reports from educational sources
 - Analysis of school incidents or near-misses
 - Consultation with staff, students and members of the school community
 - New projects or developments concerning the school
 - Change to external providers or processes affecting the school
- (b) WHS is an ongoing process of assessment and oversight.
- All incidents and critical incidents will be followed up to address immediate concerns; and reviewed to improve the school's WHS system.
 - Where work practices change, the WHS risks will be re-assessed and, where necessary, WHS systems changed.
 - WHS practices will be reviewed regularly and identified improvements implemented.

7.16 Document Control

- (a) WHS documents will be owned by the Business Manager.
- (b) The WHS Team, or other members of the school community, shall be consulted in the development and review of documents.

7.17 Records

Appropriate records shall be maintained for reporting and evaluation of the WHS system.

8 RISK ASSESSMENT PROCESS

8.1 Overview

Workplace WHS is managed by performing risk assessments following these steps:



8.2 Risk Register

Key WHS risks are recorded in the school's Risk Register.

The Business Manager assesses, monitors and reviews the WHS Risk Register on a regular basis.

8.3 Risk Assessments

Risk Assessments are carried out using the Risk Assessment form:

- As part of the approval process for on campus and off-campus educational activities
- Before carrying out other school activities for the first time
- When the physical workplace changes, or is modified in some significant way, which is likely to have significantly changed the risk profile
- When staff or others report hazards in the School environment

STEP 1: IDENTIFY HAZARDS AND RISKS

See: RISK ASSESSMENT TABLES

Hazards and risks are identified:

- By systematically inspecting all areas of the school workplace, over a 12 to 24 month period, to identify hazards, using the Workplace Inspection Checklist
- By reporting hazards via email to Business Manager **N.B. Staff members should take immediate action in the event of imminent danger to ensure the safety of all and alert the Business Manager to the action taken**
- As the first step in the formal risk assessment process

These Checklists and Guides are used to identify specific types of hazards and risks:

- Appendix 'Identifying Hazards in Off-Campus Activities' (WHS Framework 5-1 Off-Campus Education)
- Safe Manual Handling Checklist

Identified hazards and risks are described by what could happen (the damage or loss, injury or illness) and how it could happen.

These are listed on the Risk Assessment form

STEP 2: ANALYSE AND EVALUATE THE RISKS

Once hazards and associated risks are identified, each is rated, and ranked by:

- Assessing the consequence or impact of the event
- Assessing the likelihood of the event occurring
- Calculating a level of risk based on the assessed likelihood and consequence

Assessment is carried out using the Consequence, Likelihood and Level of Risk tables in the Appendix.

Scores are written on the Risk Assessment form

Decide from the level of risk associated with each event which risks need to be eliminated or minimised.

STEP 3: ELIMINATE OR MINIMISE RISKS

For each risk, consider the calculated level of risk, and decide if the risk needs to be treated.

If so, consider controls starting with the possibility of eliminating the risk altogether.

Use the information in Hierarchy of Risk Controls (Appendix) to help identify appropriate controls.

- Write down the chosen controls on the Risk Assessment form, re-assess the risks to confirm that the level of risk is now acceptable, and write down what actions need to be taken to put the controls in place

8.4 Reviewing Risk Assessments

- When a proposed activity has been held before, and a risk assessment exists for the activity, the organising teacher can review the existing risk assessment with their team rather than carry out a new assessment from scratch.
- If the assessment is updated, the updated version will replace the existing assessment.

8.5 Dealing With Major Hazards

- Periodically, the Business Manager/ Deputy Principal will organise a broad risk assessment aimed at identifying major hazards across the school community.

The outcomes of the assessment will be used to modify the WHS system, if necessary, to better manage identified risks.

8.6 Records

Risk assessments are stored for a minimum of seven (7) years before archiving.

9 TRAINING

- (a) Communication with contractors will keep them familiar with their responsibility to adhere to OCS WHS rules and procedures when working at the school
- (b) Volunteers will be trained in relevant WHS rules and procedures e.g. camps
- (c) WHS rules will be communicated to students, as appropriate

9.2 Staff Training

Staff training is required in:

- WHS policies & procedures
- Performing risk assessments
- Managing major hazards
- Reporting hazards and incidents
- Response to emergencies
- Information and skills related to specific tasks as relevant e.g First Aid training
- Professional Learning - the Business Manager and/ or other staff shall attend relevant courses in WHS

9.3 Annual Training Schedule

WHS training occurs according to the WHS Plan:

- January PD Week
- Induction of new staff
- Full staff meeting once each term
- Situational, as required e.g. excursions
- Emergency evacuation and lock-down drills are scheduled annually

9.4 Review of Training Schedule

Throughout the year the Senior Executive will:

- Monitor the training schedule
- Review progress in conjunction with the WHS Team
- Follow up with coordinators and supervisors, as necessary
- Report on progress to the Board (Business Manager)

9.5 New Staff Induction

As part of their induction, new staff will cover:

- WHS policy and procedures
- Injuries at work & Return to Work Plan
- First Aid facilities
- Emergency Plan

9.6 Special Activities

Parents and others volunteers for off-site overnight activities will be introduced to the WHS requirements at the activity's planning meeting.

- (a) Notes shall be maintained from planning meetings.
- (b) Parents and others volunteers will be made aware of the activity's risk assessment.
- (c) Volunteers shall be asked to sign a Volunteer Code of Conduct.
- (d) Teachers and students will also be made aware of the risks and be instructed on the activity.

9.7 Other Training

- (a) Students will be taught about WHS matters in Home Room, including the response required if there is an emergency.
- (b) Volunteers and visitors to the school are given information on evacuation procedures on the sign-in sheet when entering the School.
- (c) Contractors will be provided with a Site Safety Induction to advise them of their responsibilities for WHS in the school on their first visit to the school.

9.8 Communicating WHS Issues

The School will complement training with other communication with staff, contractors, volunteers, visitors and students on WHS issues relevant to them.

For example, the School will:

- Provide feedback to relevant people on investigations into incidents
- Communicate any changes to work conditions that may affect WHS

9.9 Record Keeping

PD records in Employment files of attendance at WHS training sessions, whether internally or externally provided, and, if relevant, any assessment results.