

HEATHFIELD HIGH SCHOOL

WORK HEALTH AND SAFETY, INJURY MANAGEMENT AND REHABILITATION POLICY

CREATED: 01/14

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**HEATHFIELD
HIGH SCHOOL**



Government of South Australia
Department for Education and
Child Development



WORK HEALTH AND SAFETY, INJURY MANAGEMENT AND REHABILITATION POLICY

Although the primary responsibility for health and safety which includes injury management and rehabilitation rests at the highest level of management, everyone in the organisation has a role to play in its implementation. The CEO of DECD is responsible for WHS across DECD. The following Heathfield High School WHS Policy has been developed according to the WHS (2012) legislation as well as WorkCover and DECD requirements.

The word Manager/Officer refers to staff with a specific management role/s or decision making responsibility within the school.

The word Employee/Worker refers to all staff employed at Heathfield High School.

Statement of Intent

Heathfield High School is committed to the proper management of work health and safety, which ranks equally with all other operational considerations.

It is the aim of Heathfield High School to minimise the risk of injury and disease to our employees, students and other persons by adopting a planned and systematic approach to the management of work health and safety including injury management and rehabilitation and providing the resources for its successful implementation.

Objectives

The objectives of this policy are to ensure:

- all hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled
- measures to control hazards and risks to health and safety are regularly monitored and evaluated
- employees are consulted and encouraged to contribute to the decision making process on work health and safety matters effecting their health and safety at work
- all managers and employees receive appropriate information, instruction, training and supervision they need to safely carry out their responsibilities.
- all employees, whose ability to carry out their duties is affected by work injury/illness are provided with effective, goal directed and structured rehabilitation and return to work programs, that lead to a full and prompt recovery and return to work, wherever possible.

Strategies

Heathfield High School will achieve its work health and safety objectives by developing and implementing appropriate policies and procedures which document standards and guide managers and employees in carrying out their responsibilities in:

- identifying hazards and risks to health and safety associated with tasks and activities carried out by Heathfield High School
- assessing the degree and level of risks arising from hazardous tasks or activities
- selecting, implementing and maintaining appropriate measures to control risks to health and safety
- consulting with employees and their representatives on matters which may affect their health and safety
- identifying, developing and providing appropriate information, instruction and training to equip managers, and employees with the knowledge and skills necessary to meet their responsibilities
- developing, implementing and monitoring plans to put DECD health and safety, injury management and rehabilitation, policies and procedures into effect.

Created on: 26/05/17

EXPECT TO BE **CHALLENGED**
EXPECT TO BE **ENCOURAGED**
EXPECT TO BE **THE BEST YOU CAN BE**

ROLES AND RESPONSIBILITIES

Responsible Officer

The Principal as the Responsible Officer at Heathfield High School has the overall responsibility to provide a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety, injury management and rehabilitation objectives and implement strategies

In particular the Principal will ensure:

- appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety
- mechanisms are provided to enable the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures
- mechanisms are provided to enable employees and their representatives to be consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect the work health and safety of employees and/or students
- managers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities.
- mechanisms are provided to enable the assessment of managers' health and safety performance
- work health and safety performance is an integral component of Heathfield High School business and financial plans
- mechanisms are provided to regularly monitor and report on health and safety performance
- annual health and safety management plan and action plans are developed and implemented to meet health and safety objectives.
- mechanisms are in place to ensure DECD injury management and rehabilitation and return to work procedures are followed

Work Health and Safety Coordinator

The Work Health and Safety Coordinator has the responsibility for coordinating Heathfield High School management of health and safety on behalf of the Principal. The Work Health and Safety Coordinator does not assume the responsibilities of managers and supervisors.

The Work Health and Safety Coordinator has a responsibility to:

- coordinate the identification, development, implementation and review of health and safety, injury management and rehabilitation related policies and procedures
- assist managers in the identification, assessment and selection of measures to control hazards and risks to health and safety
- assist managers in monitoring and evaluating hazards and risk control measures
- assist managers in the identification, development and provision of appropriate health and safety related information, instruction and training
- assist managers to effectively consult with employees and their representatives
- monitor DECD website and advise on legislative and other changes relating to health and safety
- monitor and provide regular reports to the Principal and the Health and Safety Committee on Heathfield High School work health and safety performance
- support employees and health and safety representatives to follow policies and safe work procedures developed
- provide information on health and safety, injury management and rehabilitation policies and procedures to employees and their representatives

Managers

Managers have a responsibility in their areas of control to ensure:

- they carry out their roles and responsibilities as detailed in the relevant health and safety, injury management and rehabilitation policies and procedures
- relevant health and safety policies and procedures are effectively implemented
- all risks to health and safety are identified, assessed and effectively controlled
- the effectiveness of risk control measures are regularly monitored and deviations from standards rectified
- employees have adequate knowledge and skills to carry out their health and safety responsibilities
- employees and their representatives are consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees and or students

Employees

Employees have a responsibility to:

- take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person including students and visitors.
- report any incident or hazards at work to their manager and/or WHS Representative
- carry out their roles and responsibilities as detailed in the relevant health and safety, injury management and rehabilitation policies and procedures
- obey any reasonable instruction aimed at protecting their health and safety while at work
- use any equipment provided to protect their health and safety while at work
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
- consider and provide feedback on any matters which may affect their health and safety
- ensure they are not so affected by alcohol or another drug, to endanger their own or any other persons' health and safety.
- familiarise themselves with the DECD WHS/IM policy and procedures.

Health and Safety Committee

Heathfield High School health and safety committee shall consist of management and elected employee representatives. The Health and Safety Committee will be the principal forum for management to consult with employees on broad health, safety and welfare, and policy issues.

- Delegated officers to WHS committee are: Principal, Business Manager, Grounds Person/Fire Warden and WHS Coordinator.
- The responsibilities of the Committee are to:
 - assist in the development, monitoring and review of health and safety policies and procedures
 - consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees
 - promote the importance of health and safety amongst management and employees monitor Heathfield High School health and safety performance
 - monitor the rehabilitation of injured employees
 - assist in the resolution of health and safety disputes.



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Health and Safety Representative

Heathfield High School will encourage the election of a health and safety representative to represent employees on health and safety matters.

The role of health and safety representative is to:

- represent employees from their designated work group on health and safety matters
- investigate health and safety related complaints prior to representations to management
- make representations to management and report back to employees on any matter relating to health and safety
- discuss with the employees, any proposals or matters which may affect the health and safety of employees
- assist management in the identification of hazards, the assessment of risks and implementation of risk control measures
- assist in promoting adherence to health and safety policies and procedures
- assist in the monitoring of risk controls and health and safety policies and procedures.
- assist in the injury management and rehabilitation process if requested

Review of Policy

The health and safety policy will be reviewed annually in consultation with the Health and Safety Committee. The review will involve assessing the effectiveness of the policy and program by such means as:

- reviewing overall health and safety, injury management and rehabilitation performance
- monitoring the effectiveness of policies and procedures.

Dissemination of Policy

As part of each employee's induction, they will be provided with a copy of Heathfield High School work health and safety policy. Employees will have ready access to all health and safety policies and procedures through their managers and health and safety representative.