

Occupational Safety and Health Policy

Effective date: 16 April 2019

Version: 3.3

Accurate at the time of printing 29/07/2021.

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1. Policy statement

The Department of Education (the Department) will provide and maintain a safe and healthy work environment in its workplaces.

2. Policy rules

Site Managers will:

- implement the Department's Occupational Safety and Health (OSH) management system to reduce hazards and risks, and to continually improve safety and health in the workplace;
- undertake the duties of the employer or person in charge of a workplace described in the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 and as directed by the Director General in accordance with Department requirements in so far that the issues are within their control and available resources; and
- display the Department's Statement of Intent and Commitment to Occupational Safety and Health in the workplace (Appendix A).

Principals will complete the Department's occupational safety and health training within six months of appointment to a permanent role or acting in the principal role for 6 months or more.

Guidance

Site Managers are required to:

- perform all duties as described in the Code of Practice Occupational Safety and Health in the West Australian Public Sector 2007; and
- undertake the duties of the employer or person in charge of a workplace described in the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996.

Contractors engaged on a contract for service are considered to be employees of the person engaging them, and have the same obligations and protections assigned to employees under the OSH Act 1984 in relation to matters over which principals/line managers have capacity to exercise control.

It is acknowledged that the Department of Education has a duty of care under the OSH legislation for contractors, students and visitors to the workplace.

3. Responsibility for Implementation and Compliance

Site Managers are responsible for implementation of the policy.

Executive Directors and Directors are responsible for compliance monitoring of the policy.

4. Scope

This policy applies to all employees.

5. Supporting Procedures

Occupational Safety and Health Procedures

6. Definitions

Employee

A person who is currently employed under the School Education Act 1999 or the Public Sector Management Act 1994.

Issue resolution process

The issue resolution process (referred to in the Occupational Safety and Health Act 1984 as 'the relevant procedure') is a procedure agreed on by the employer and the employees to deal with safety and health issues in an efficient and systematic way. The Department's occupational safety and health issue resolution process contains the steps for resolving occupational safety and health issues as agreed between the Department and relevant parties under the OSH Act. OSH representatives can take advice or seek information from any source, at any stage of this "resolution process" (e.g. from Employee Relations, Unions, Department of Health, WorkSafe etc.)

Occupational safety and health (OSH) management system

An OSH management system is a set of policies, plans, actions, and procedures that provide a systematic approach to managing occupational safety and employee wellbeing in order to continually improve workplace safety performance. The OSH management system is supported by a framework document which provides assistance in the planning and implementation of safety and health management at the workplace.

Site manager

Officers, including Principals, College Managers and Line Managers, who have executive responsibility for overall management and control of any Department of Education workplace.

Workplace

Any place where employees are, or are likely to be, during the course of their work, whether or not in an aircraft, ship, vehicle, building or other structure.

7. Related documents

Relevant legislation

[Occupational Safety and Health Act 1984](#)

[Occupational Safety and Health Regulations 1996](#)

[Public Sector Management Act 1994](#)

[School Education Act 1999](#)

[School Education Act Employees' \(Teachers and Administrators\) General Agreement 2014](#)

[Workers' Compensations and Injury Management Act 1981](#)

Department policies

Asbestos

Duty of Care for Students

Equal Opportunity, Discrimination and Harassment

Incident Management on Department of Education Sites

Excursions in Public Schools Procedures

Injury Management and Workers' Compensation

Risk and Business Continuity Management

Staff Induction

Vehicle Management

Visitors and Intruders on Public School Premises

Bullying in the Workplace

Other documents

Asbestos Management Plan

Code of Practice on Occupational Safety and Health in the Western Australian Public Sector 2007

Formal Consultative Processes at the Workplace Guidance Note (WorkSafe)

Guidelines for First Aid in Department Workplaces

- Plan for workplace first aid (staff only)
- Provide first aid in the workplace (staff only)

Hearing Tests Guidelines

- Attend a hearing test (staff only)
- Arrange a hearing test (staff only)

Keeping Our Workplace Safe Guidelines (staff only)

Manage communicable disease risks and exposure (staff only)

Safe Movement of Vehicles at Workplaces Guidance Note (WorkSafe)

Safety and Health Representatives Handbook (WorkSafe)

8. Contact information

Policy manager:

Director, Employee Relations

Policy contact officer:

Occupational Safety and Health Consultant, Employee Relations

T: (08) 9264 4921

E: Oshteam@education.wa.edu.au

9. History of changes

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|---------------------------|---|
| Effective date | 17 September 2010 |
| Last update date | 3 August 2011 |
| Policy version no. | 2.1 |
| Notes | Reporting requirements for Workplace Improvement Notices have been included in section 4.2.3 and requirements altered in section 4.2.4. D12/0321184. Contact information also updated |

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|---------------------------|---|
| Effective date | 17 September 2012 |
| Last update date | 5 July 2012 |
| Policy version no. | 2.2 |
| Notes | Updated reference to School Education Act Employees' (Teachers and Administrators) General Agreement. |

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| Effective date | 5 April 2013 |
| Last update date Policy version no. | 2.3 |
| Notes | Amendment at section 4.2 to require principals and line managers to complete training within six months of appointment. Endorsed by Corporate Executive 15 March 2013. |

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|---------------------------|---|
| Effective date | 5 April 2013 |
| Last update date | 20 January 2014 |
| Policy version no. | 2.4 |
| Notes | Updated contact details added to policy. D13/0581606 |

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|--|--------------|
| Effective date | 20 June 2017 |
| Last update date Policy version no. | 3.0 |

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|--------------|---|
| Notes | Major review of policy. Endorsed by the Director General at Corporate Executive on 5 May 2017 |
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| Effective date | 16 April 2019 |
| Last update date Policy version no. | 3.1 |
| Notes | Major changes have been made to the policy and procedures. Endorsed by the Director General at Corporate Executive on 20 March 2019. |

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|---------------------------|---|
| Effective date | 16 April 2019 |
| Last update date | 30 August 2019 |
| Policy version no. | 3.2 |
| Notes | Minor changes to related documents D19/0405033 |

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|---------------------------|---|
| Effective date | 16 April 2019 |
| Last update date | 4 December 2019 |
| Policy version no. | 3.3 |
| Notes | Minor changes to related documents D19/0554972 |

10. Appendices

Appendix A: [Statement of Intent and Commitment to Occupational Safety and Health](#) (PDF file - 112.8kB)

11. More information

Supporting content

Procedure

[Occupational Safety and Health Procedures](#)

Policy review date

20 June 2020

Policy last updated

4 December 2019
