



Department of
Education

Work Health and Safety Procedures

Effective date: 17 May 2022

Version: 4.2

Last update date: 29 February 2024

These procedures must be read in conjunction with the Work Health and Safety Policy.

Table of contents

1. Policy supported	3
2. Scope	3
3. Procedures	3
3.1 Health and Safety Induction for Employees	3
3.2 Health and Safety Training	3
3.3 Reporting Hazards and Incidents, and Conducting Investigations at Workplaces	4
3.4 Health and Safety Representative Election	4
3.5 WHS Issue Resolution	5
3.6 Automated external defibrillators	5
4. Definitions	6
5. Related documents	6
6. Contact information	8
7. History of changes	8
8. Appendices	11
9. More information	12
Procedure review date	12
Procedure last updated	12

These procedures must be read in conjunction with the Work Health and Safety Policy.

1. Policy supported

Work Health and Safety Policy

2. Scope

These procedures apply to all employees.

3. Procedures

3.1 Health and Safety Induction for Employees

Workplace managers will:

- provide induction to employees which includes their health and safety responsibilities, Department policy requirements, job safety requirements and site specific health and safety requirements;
- communicate Department Standards for Maintaining a Smoke-Free Workplace (Appendix A); and
- keep records of induction.

3.2 Health and Safety Training

Workplace managers will:

- complete the Department's work health and safety online professional learning module for principals and workplace managers within three months of appointment to the position, (permanent or acting);
- redo the online professional learning module every three years; and
- communicate to workers any health and safety training, instruction or information required and confirm the training has been completed.

All employees will complete the Department's work health and safety online professional learning module for employees so as to undertake their duties safely and to remove, as far as

practicable, exposure to hazards.

3.3 Reporting Hazards and Incidents, and Conducting Investigations at Workplaces

All workers will follow the Department's processes for [reporting hazards and incidents](#) (internal link for staff).

Workplace managers will:

- conduct investigations in a timely manner of reported hazards and incidents;
- record the outcome of the investigation and actions taken to reduce risk of injury to workers; and
- inform the worker of the actions to be taken.

Guidance

Records should be kept of any witness and third party evidence or information.

Record keeping includes the maintenance of a register of all health and safety hazards and incidents in the workplace.

Further information on records management is available on Ikon.

3.4 Health and Safety Representative Election

Workplace managers will provide resources, facilities and assistance for an election of health and safety representatives to be carried out.

Guidance

Any worker can request that an election occurs for one or more health and safety representatives in a workplace or work group.

The process to elect a health and safety representative may be determined by the workers. Furthermore, the election may be conducted with the assistance of a union or other person or organisation.

Guidance on [electing health and safety representatives](#) (internal link for staff) is available on Ikon.

Health and Safety Committees

The WHS Act details when and how to establish, run a committee and appoint worker representatives to the committee. A health and safety committee exists to:

- facilitate cooperation between the Department and workers in instigating, developing and carrying out

measures designed to ensure the workers' health and safety at work;

- assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace; and
- undertake any other functions prescribed by the regulations or agreement. If workers in the work group request a health and safety committee be established, then one can be established. If workers do not request a health and safety committee be established, then the principal or workplace manager can establish one.

To support health and safety management and consultation, workplaces where there are more than 20 employees should consider having a health and safety committee. Where a health and safety committee does not exist at a workplace, it is recommended health and safety is a standing agenda item on a meeting agenda that is attended by all employees.

3.5 WHS Issue Resolution

All employees must follow the steps in the Work Health and Safety Issues Resolution Process (Appendix B) for resolving safety and health issues that arise in the workplace, as agreed by the Department and the relevant parties.

3.6 Automated external defibrillators

Workplace managers must install an Automatic External Defibrillator on the outside wall of the school or workplace administration building where practicable, making it available to the community (refer to Appendix B in the Work Health and Safety Policy).

4. Definitions

Employee

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

Employee Support Bureau

The Employee Support Bureau (ESB) is based in the Department of Education's Employee Relations Directorate and is the collective name for the Workers' Compensation, Injury Management and Occupational Safety and Health teams.

Work Group

A work group is a group of workers determined by a process of negotiation and agreement between the PCBU and workers who will form the work group or their representatives, and are represented by one or more Health and Safety Representatives.

Workers

Workers are defined in the WHS Act as employees, contractors, and subcontractors (and their employees), outworkers, apprentices, work experience students, volunteers and trainees.

Workplace Manager

Workplace managers include principals, directors and line managers, who have responsibility for management and control of any Department of Education workplace.

5. Related documents

Relevant legislation or authority

[Public Sector Management Act 1994](#)

[School Education Act 1999](#)

[School Education Act Employees' \(Teachers and Administrators\) General Agreement 2019](#)

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

[Work Health and Safety Act 2020](#)

[Work Health and Safety \(General\) Regulations 2022](#)

Relevant Department policies

[Asbestos](#)

[Bullying in the Workplace](#)

[Duty of Care for Public School Students](#)

[Equal Opportunity, Discrimination and Harassment](#)

[Incident Management on Department of Education Sites](#)

[Injury Management and Workers' Compensation](#)

[Risk and Business Continuity Management](#)

[School Security for Public Schools](#)

[Staff Induction](#)

[Vehicle Management](#)

[Visitors and Intruders on Public School Premises](#)

Codes of practice

Work health and safety consultation, cooperation and coordination

How to manage work health and safety risks

Psychosocial hazards in the workplace

Violence and aggression at work

6. Contact information

Policy manager:

Director, Employee Relations

Policy contact officer:

Principal Consultant, Health and Safety

Employee Relations

T: (08) 9264 4921

E: employeerelations.healthandsafety@education.wa.edu.au

7. History of changes

Effective date	17 September 2010
Last update date	3 August 2011
Procedure 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.

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

Effective date	5 April 2013
Last update date Procedure 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

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

Effective date	20 June 2017
Last update date Procedure version no.	3.0
Notes	Major review of policy. Endorsed by the Director General at Corporate Executive on 5 May 2017

Effective date	16 April 2019
Last update date Procedure 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
Effective date	16 April 2019
Last update date	30 August 2019
Procedure version no.	3.2
Notes	Minor changes to references to guidelines and related documents D19/0405033
Effective date	16 April 2019
Last update date	4 December 2019
Procedure version no.	3.3
Notes	Minor changes to references to guidelines and related documents D19/0554972
Effective date	16 April 2019
Last update date	9 February 2021
Procedure version no.	3.4
Notes	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278
Effective date	17 May 2022
Last update date Procedure version no.	4.0

Notes

The Work Health and Safety policy is a major review of and replaces the Occupational Health and Safety policy. Endorsed by the Director General on 29 April 2022

D22/0324412

Summary of changes to the Work Health and Safety policy and procedures on [Ikon](#) (staff only).

Effective date

17 May 2022

Last update date

17 March 2023

Procedure version no.

4.1

Notes

Minor changes to related documents.

D23/0094675

Effective date

17 May 2022

Last update date

29 February 2024

Procedure version no.

4.2

8. Appendices**Notes**

Minor change to include installation of

Appendix A: [Department Standards for Maintaining a Safe and Healthy Workplace](#) (PDF file - 130.5kB)

D24/0130401

Appendix B: [WHS Issue Resolution Process](#) (PDF file - 109.4kB)

9. More information

Supporting content

Policy

[Work Health and Safety Policy](#)

Procedure review date

17 May 2025

Procedure last updated

29 February 2024
