



Work Health and Safety Policy May 2017

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

Policy Number	ES23
Related Policies	Risk Management Emergency and Critical Incidence Supervision of Student Policy
Version	1
Created By	Policy Officer: Kate Quane
Reviewed By	Executive Officer: Darryl Buchanan
Applies to	Ethnic Schools South Australia
Key Words	Work Health and Safety; reasonable care; notifiable incident; serious illness; dangerous incident.
Status	Approved
Approved By Executive	ESASA Executive Committee
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Table 2: Revision Record

Date	Version	Revision Description
March 2017	1	New policy developed



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

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HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Introduction

The physical and psychological health and wellbeing of all members of staff at Hungarian Community School, Adelaide Inc. is paramount. Hungarian Community School, Adelaide Inc. seeks to protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from their work.

This policy is based on information from the Work Health and Safety Act 2012. This policy needs to be read in conjunction with Hungarian Community School, Adelaide Inc. Risk Management Policy.

Definitions

The Act refers to the Work Health and Safety Act 2012.

Policy

The Principal of Hungarian Community School, Adelaide Inc. will consult with all staff members to ensure all relevant information relating to Work Health and Safety is shared. Staff will be given a reasonable opportunity to express their views, to raise health or safety issues and to contribute to the decision making process in relation to Work Health and Safety. Staff will take responsibility of their own health and safety and notify the Principal or member of the school management committee of any serious injury, illness or dangerous incident.

Reasonable Care

The Work Healthy and Safety Act 2012, under division 4, section 28, the act states:

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Hungarian Community School, Adelaide Inc. to allow the person to comply with this Act; and
- (d) co-operate with any reasonable policy or procedure of Hungarian Community School, Adelaide Inc. relating to health or safety at the workplace that has been notified to workers.

Notifiable Incidents

Work Health and Safety Act section 35 defines a notifiable incident as the death of a person; a serious injury or illness of a person; or a dangerous incident. Each of these notifiable incidents are described in more detail below.

Serious Injury or Illness of a Person

Section 36 of the Work Health and Safety Act defines a serious injury or illness of a person means an injury or illness requiring the person to have:

- (a) immediate treatment as an in-patient in a hospital; or
- (b) immediate treatment for:
 - (i) the amputation of any part of his or her body; or



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- (ii) a serious head injury; or
- (iii) a serious eye injury; or
- (iv) a serious burn; or
- (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
- (vi) a spinal injury; or
- (vii) the loss of a bodily function; or
- (viii) serious lacerations; or

(c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

Dangerous Incident

Section 37 of the Work Health and Safety Act defines a dangerous incident as an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation;
or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by the regulations, but does not include an incident of a prescribed kind.

Notification of a Serious Injury, Illness or Dangerous Incident

Staff are required (under section 38 of the act) to notify immediately after becoming aware of a notifiable incident. Penalties may apply if staff do not report an incident. Staff can call the Principal on 0413 515 974, in writing via fax, email, or letter stating the details of the incident.



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A person making a report by telephone may still be required to provide written notice of the incident.

The Hungarian Community School, Adelaide Inc. Principal or safety officer must ensure as far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time than an inspector directs (under section 39). Site preservation is important as long as it does not prevent:

- To assist any injured person
- To remove a deceased person
- Police investigation
- Making the site safe or to minimise the risk of a further notifiable incident
- For an inspector or the regulator has given permission.

School Management Committee

Hungarian Community School, Adelaide Inc. will have a work health and safety agenda item on every school management committee meeting. This will allow committee meeting to discuss any issues and identify ways to minimise any risks. Any risk identified by the school management committee will be added to the risk management policy. Staff will be updated of any changes to the risk management policy.

Further documentation

The Government of South Australia: Attorney General's Department (June 2013); Work Health and Safety Act 2012.

<https://www.legislation.sa.gov.au/lz/c/a/work%20health%20and%20safety%20act%202012/current/2012.40.un.pdf>