

Work health and safety policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

1. Overview

This policy describes the department's commitment to creating a safe and healthy work environment for workers and other persons to ensure legislative compliance with:

- the [Work Health and Safety Act 2012](#)
- the [Work Health and Safety Regulations 2012](#)
- associated codes of practice.

2. Scope

The policy applies to anyone entering or using department premises or involved in a department activity, including all department workers and other persons.



3. Contents

Work health and safety policy.....	1
1. Overview	1
2. Scope	1
3. Contents	2
4. Detail	3
5. Roles and responsibilities	3
5.1. Senior Executive Group, unit and education directors	3
5.2. Site leaders	4
5.3. Workers	4
5.4. Other persons	4
6. Definitions	4
6.1. activity	4
6.2. hazard	5
6.3. incident.....	5
6.4. injury.....	5
6.5. other persons.....	5
6.6. risk.....	5
6.7. safety management system.....	5
6.8. site leaders.....	6
6.9. worker	6
6.10. workplace	6
7. Supporting information.....	6
7.1. Related legislation.....	6
7.2. Related policies.....	7
8. Record history.....	7
8.1. Approvals.....	7
8.2. Revision record	7
9. Contact	8

4. Detail

The department is committed to continuously improving safety performance and outcomes and will:

- assign the highest business priority to the safety and physical and mental health and wellbeing of workers and other persons
- not accept behaviour which does not support maintaining a safe and healthy environment
- engage and consult with workers and other persons and their representatives to understand and consider their views when making decisions that impact on their health, safety and wellbeing
- develop the capacity and knowledge of workers and other persons to effectively manage work health and safety (WHS) hazards and risks
- lead, train and instruct workers and other persons on conducting their work in a safe and sustainable manner
- support and encourage the prompt resolution of WHS issues at a local level
- support and enable the prompt reporting of all injuries and near-miss incidents
- investigate all injuries that result in loss of time from work for system learnings and improvement
- implement and monitor targeted primary prevention strategies to achieve objectives and targets outlined in the [Safety, Wellbeing and Injury Management Strategy for the South Australian Public Sector 2023 to 2032 \(PDF 576KB\)](#)
- embed safety programs, procedures and processes into existing core business processes with measurable targets and objectives
- meet WHS legislative obligations through continuous improvement
- monitor and evaluate system conformance and maturity through annual site self-assessments and internal audit program
- ensure all role descriptions contain clearly defined responsibilities and accountabilities for maintaining a safe and healthy work environment
- ensure appropriate allocation of resources for the implementation, monitoring and review of the safety management system.

5. Roles and responsibilities

5.1. Senior Executive Group, unit and education directors

Lead and have primary responsibility for the correct implementation of the safety management system in department sites within designated partnerships and business units. This is demonstrated through monitoring of site performance, enforcing standards, ensuring observance of procedures and allocation of financial and human resources.

Ensure the department complies with its obligations under the [Work Health and Safety Act 2012 \(SA\)](#) and the [Work Health and Safety Regulations 2012 \(SA\)](#).

Acquire and maintain up-to-date knowledge of all work health and safety matters associated with operational requirements.

Ensure appropriate systems, processes and resources are in place to identify, monitor and review WHS information, hazards and incidents.

Regularly consult with all relevant stakeholders and effectively communicate and share information relating to WHS performance and decisions.

Demonstrate commitment and leadership in safety, wellbeing and injury management.

5.2. Site leaders

Promote and create a safe work environment by implementing the safety management system at their site, which includes the responsibility and authority for safety and wellbeing over workers, contactors, volunteers, children, young people, and other visitors when working for the department.

Ensure all workers are provided with appropriate training and resources to perform their duties safely.

Investigate injuries that result in loss of time from work, implement appropriate corrective actions and effectively manage workplace hazards through consultation with workers and other duty holders.

5.3. Workers

Contribute to maintaining a safe and healthy work environment by taking personal responsibility, including by identifying and reporting incidents, hazards and injuries in accordance with department policy and procedures, and cooperating and complying with reasonable instructions.

5.4. Other persons

Take reasonable care for their health and safety, and make sure that their acts or omissions do not adversely affect the health and safety of other persons.

Comply with any reasonable department policy, procedure and instruction that is given by the site manager in relation to WHS.

6. Definitions

6.1. activity

Activities include, but are not limited to:

- camps
- excursions

- site organised and managed sporting events
- site organised and managed social or fundraising events
- site participation in events organised and managed by other organisations.

6.2. hazard

A situation or thing that has the potential to cause harm or injury to people, or damage to property, machinery or equipment.

6.3. incident

An occurrence or event that has caused or could cause harm, and includes all injury, illness, hazard and property damage.

6.4. injury

Damage or harm done to, or suffered by, a person or thing.

6.5. other persons

Other persons include:

- student
- child or young person
- client
- visitor
- parent or carer
- any other person who attends a department workplace from time to time.

6.6. risk

The possibility that harm, death, injury or illness might occur when exposed to a hazard.

6.7. safety management system

A group of department policies and processes that form the framework for managing health and safety in the workplace.

6.8. site leaders

Any person who has the responsibility, management or control of a department workplace. This includes, but is not limited to, Executive Directors, Education Directors, Directors, Principals, Preschool Directors.

6.9. worker

Any person who works or undertakes work as a:

- permanent employee
- fixed term employee
- contract employee
- casual employee
- trainee
- volunteer
- outworker
- apprentice
- placement or work experience student
- contractor or sub-contractor
- employee of a contractor or sub-contractor
- employee of a labour hire company assigned to work for the department.

6.10. workplace

A place where a worker carries out work for the department, including any place where a worker goes, or is likely to be, while at work. Includes all facilities and property, including land, buildings, structures and outside areas whether owned, rented, or leased by the department, and all vehicles owned, leased, rented, contracted for, or controlled by the department used for transportation.

7. Supporting information

[Safety, Wellbeing and Injury Management Strategy for the South Australian Public Sector 2023 to 2032 \(PDF 576KB\)](#)

7.1. Related legislation

[Work Health and Safety Act 2012 \(SA\)](#)

[Work Health and Safety Regulations 2012 \(SA\)](#)

7.2. Related policies

[Asbestos management procedure \(PDF 732KB\)](#)

[Employee mental health and wellbeing procedure \(PDF 230KB\)](#)

[First aid and infection control standard \(PDF 239KB\)](#)

[Hazardous materials procedure \(PDF 726KB\)](#)

[Injury management policy \(PDF 541KB\)](#)

[Machinery, equipment and electrical safety standard \(PDF 270KB\)](#)

[Managing external contractors procedure \(PDF 176KB\)](#)

[Safety management procedure \(PDF 621KB\)](#)

[Smoke-free policy \(PDF 419KB\)](#)

[Reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#)

[Work health and safety issue resolution procedure \(PDF 554KB\)](#)

[Working in isolation procedure \(PDF 241KB\)](#)

8. Record history

Published date: February 2025

8.1. Approvals

OP number: 267

File number: 20/10892

Status: approved

Version: 1.6

Policy Officer: Manager Safety

Policy sponsor: Director, Workforce Relations and Safety

Responsible Executive Director: Executive Director, People and Culture Division

Approved by: Director, Workforce Relations and Safety

Approved date: 25 February 2025

Next review date: 25 February 2028

8.2. Revision record

Version: 1.6

Approved by: Director, Workforce Relations and Safety

Approved date: 25 February 2025

Review date: 25 February 2028

Amendment(s): Updated template, hyperlinks and terminology to properly reflect the WHS Act and Regulations.

Version: 1.5

Approved by: Director, Workplace Health and Safety

Approved date: 4 March 2022

Review date: 4 March 2025

Amendment(s): Edited for plain English and improved clarity, definitions and hyperlinks updated.

Version: 1.4

Approved by: Senior Safety Consultant, Workplace Health and Safety

Approved date: 25 June 2019

Review date: 4 March 2022

Amendment(s): New branding applied to document, published as HTML document on EDi, edited for plain English in consultation with Communications Directorate.

Version: 1.3

Approved by: Director, Workplace Health and Safety

Approved date: 4 March 2019

Review date: 4 March 2022

Amendment(s): New template, hyperlinks updated, reference to obsolete policy documents deleted.

Version: 1.2

Approved by: Director, Workplace Health and Safety

Approved date: 24 July 2018

Review date: 14 April 2019

Amendment(s): Administrative edit including style, position titles and Machinery of Government changes.

Version: 1.1

Approved by: Senior Executive Group

Approved date: January 2017

Amendment(s): Minor edits – updated broken links.

Version: 1.0

Approved by: Senior Executive Group

Approved date: April 2016

Amendment(s): New policy.

9. Contact

Work Health and Safety

Phone: 8226 1440

Email: education.WHS@sa.gov.au