

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.

Overview

This policy describes the department's commitment to creating a safe and healthy work environment for employees 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.

Scope

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

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 employees and other persons
- not accept behaviour which does not support maintaining a safe and healthy environment
- engage and consult with employees 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 employees and other persons to effectively manage work health and safety (WHS) hazards and risks
- lead, train and instruct employees 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 [Building Safety Excellence in the Public Sector Strategy](#)
- 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.

Roles and responsibilities

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](#) and the [Work Health and Safety Regulations 2012](#).

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 a commitment to building safety excellence.

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 employees, contractors, volunteers, children, young people, and other visitors when working for the department.

Ensure all employees 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 employees and other duty holders.

Employees

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.

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.

Definitions

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.

employee

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.

hazard

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

incident

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

injury

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

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.

risk

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

safety management system

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

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.

workplace

A place where an employee carries out work for the department, including any place where an employee 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.

Supporting information

[Building Safety Excellence in the Public Sector](#)

Related legislation

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

Related policies

[Smoke-free policy](#)

[Injury management policy](#)

[Asbestos management procedure \(PDF 337.4KB\)](#)

[Hazardous chemicals management standard \(PDF 252.7KB\)](#)

[First aid and infection control standard](#)

[Reporting critical incidents and injuries procedure \(PDF 373.7KB\)](#)

[Machinery, equipment and electrical safety standard \(PDF 386.3KB\)](#)

[Employee mental health and wellbeing procedure](#)

[Work health and safety issue resolution procedure](#)

[Safety management procedure](#)

[Working in isolation procedure](#)

[Managing external contractors procedure](#)

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