

Work Health and Safety Policy

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools.

Table 1: Document Details

Policy Number	ES23
Related Policies	ES01: Child Safe Environment Policy and Procedures ES02: Risk Management Policy ES02A: Hazard Report Form ES02B: General Incident Report Form ES02C: Risk Management Checklist ES07B: General Student Health Support Form ES08: Emergency and Critical Incidence Policy and Procedures ES08A: Incident, Injury, Trauma and Illness Form ES08B: Evacuation Plan and Emergency Procedures ES08C: Flood Assessment and Protective Action Plan ES09: Supervision of Student Policy ES36: Excursion and Incursion Policy and Procedures ES37: Medication, Accident and First Aid Policy and Procedures ES37A: Medical Management Forms ES37B: Medication Authority Form ES42: Student Personal Care Policy and Procedures ES47: Immunisation and Infection Control Policy and Guidelines (including Covid-19)
Version	2.0
Created By	CLSSA Policy Officer
Reviewed By	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	<i>Work Health and Safety Act 2012</i> ; Reasonable care; Notifiable incident; Serious illness; Dangerous incident.
Status	Approved
Approved By	CLSSA Board <i>(Administrative updates approved by Executive Officer)</i>
Approval Date	July 2022
Review Date	December 2023
Notes	Administrative update only

Table 2: Revision Record

Date	Version	Revision Description
March 2017	1.0	New policy developed
30 th June 2019	2.0	<ul style="list-style-type: none"> Amend policy to make it generic by replacing individual school details with “Ethnic and Community Language Schools.” Added ES02A, ES02B, ES02C, ES36, ES37 and ES47 as Related Policies in Table 1; Changes in ‘Created By’ and ‘Reviewed By’ in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles; Added new key words; Changed Further Documentation to References and Other Documentation; Formatting of policy
18 th January 2021	2.0	<ul style="list-style-type: none"> Added policies in Related Policies (Table 1)
December 2021	2.0	<ul style="list-style-type: none"> Administrative update only
July 2022	2.0	<ul style="list-style-type: none"> Administrative update only

Table of Contents

Work Health and Safety Policy	1
Summary	1
Table 1: Document Details	1
Table 2: Revision Record	2
Work Health and Safety Policy	3
Introduction	3
Definitions	3
Policy	3
Reasonable Care	3
Notifiable Incidents	4
School Management Committee	5
References and Other Documentation	5

Work Health and Safety Policy

Introduction

The physical and psychological health and wellbeing of all members of staff at Community Language Schools is paramount. Community Language Schools 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 **ES02: Risk Management Policy**.

Definitions

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

Policy

The Principal of the Community Language School 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 an Community Language School to allow the person to comply with this Act; and
- (d) Co-operate with any reasonable policy or procedure 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
 - (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, in writing via fax, email, or letter stating the details of the incident. A person making a report by telephone may still be required to provide written notice of the incident.

The 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

Community Language Schools 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.

References and Other Documentation

- *Work Health and Safety Act 2012* - [Work Health and Safety Act 2012 \(legislation.sa.gov.au\)](http://legislation.sa.gov.au)