

WORKPLACE HEALTH AND SAFETY POLICY

OVERVIEW

St Hilda's is committed to providing a safe and healthy environment for all students, staff, contractors, volunteers, and visitors. Strong work health and safety (WHS) practices support wellbeing and enable effective teaching and learning.

This Policy outlines the School's responsibilities under Western Australian WHS legislation and its commitment to preventing injury and illness through proactive risk management, shared responsibility, and continuous improvement. It forms the foundation of the School's WHS management system, supported by associated procedures.

Purpose

This Policy sets out the School's commitment to maintaining a safe environment, meeting legislative obligations, preventing injury and illness, and promoting a positive safety culture across all operations.

Scope

This Policy applies to all School activities and environments—on-campus, off-campus, and at School-related events—and covers all students, employees, contractors, volunteers, visitors, and any other individuals engaging with School activities. It applies across all departments and programs, including teaching, learning, boarding, cocurricular activities, excursions, camps, and asset and facility management.

POLICY COMMITMENT

St Hilda's is committed to ensuring the health, safety, and wellbeing of its community by providing a safe environment and preventing harm arising from School activities. The School will meet its obligations under relevant WHS legislation, regulations, and Codes of Practice.

To fulfil this commitment, the School will:

- Systematically identify and manage hazards using the hierarchy of controls.
- Maintain safe facilities, plant, and equipment through regular inspection and maintenance.
- Implement and review safe systems of work.
- Provide appropriate WHS information, instruction, training, and supervision.
- Consult with workers and relevant duty holders on WHS matters.
- Identify and address psychosocial risks to support a psychologically safe workplace.
- Maintain and regularly test emergency procedures and ensure adequate resources are available.
- Report, investigate, and manage incidents promptly, including notifying WorkSafe WA where required.
- Maintain accurate WHS records in line with privacy requirements.
- Support injury management and return-to-work processes.

- Monitor compliance and drive improvement through audits, inspections, and performance review.
- Prepare for emergencies and critical incidents by maintaining and regularly testing emergency procedures for evacuation, lockdown, and first aid, and ensuring adequate resources and trained personnel are available.

ROLES AND RESPONSIBILITIES

PERSON CONDUCTING A BUSINESS OR UNDERTAKING (PCBU) – THE SCHOOL

The School holds the primary duty of care to ensure, so far as reasonably practicable, the health and safety of workers and others. This includes providing safe environments, systems of work, equipment, facilities, and adequate WHS information and supervision. This duty covers both physical and psychological health.

SCHOOL COUNCIL AND OFFICERS

- Exercise due diligence to ensure compliance with WHS duties.
- Maintain up-to-date WHS knowledge.
- Understand School operations and associated risks.
- Ensure resources and processes are in place to manage WHS effectively.
- Monitor incidents, compliance, and system performance.

SCHOOL EXECUTIVE

- Ensure the WHS Management System (SMS) is effectively designed and implemented.
- Oversee WHS policy and program development and review.
- Allocate resources and lead WHS initiatives.
- Monitor WHS performance and report to the Principal and Council.
- Ensure effective systems for consultation, incident reporting, and emergency response.
- Drive continuous improvement through audits and corrective actions.

HEADS OF DEPARTMENT AND SUPERVISORS

- Implement risk controls within their areas.
- Identify, assess, and monitor hazards.
- Promote hazard reporting and ensure WHS information is accessible.
- Support rehabilitation and return-to-work processes.

WORKERS

- Take reasonable care for their own safety and that of others.
- Follow safe work procedures and instructions.
- Use equipment correctly and wear required PPE.
- Report hazards and incidents.
- Participate in WHS training and comply with policies.

VOLUNTEERS, CONTRACTORS, SUBCONTRACTORS AND VISITORS

- Comply with WHS directions and site safety requirements.
- Meet induction and site-specific safety obligations.
- Understand that non-compliance may result in removal from site or other consequences.

Definitions

Term	Definition
PCBU	Person conducting a business or undertaking
Officer	A director or other person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking.
Worker	A person who carries out work in any capacity for a PCBU, including employees, contractors, subcontractors, apprentices, trainees, work experience students, volunteers, or persons undertaking work experience.
Workplace	A place where work is carried out for a PCBU, and includes any place where a worker goes, or is likely to be, while at work.
Reasonably Practicable	Steps that are reasonably able to be taken to ensure health and safety, based on what you know (or should know) about a hazard, the level of risk it presents, and the options available to eliminate or reduce that risk. It requires considering the likelihood and potential severity of harm, whether suitable controls are available, and whether the cost of those controls is clearly disproportionate to the level of risk.

Source of Obligation

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)
- Code of Practice: How to Manage Work Health and Safety Risks

Related Policy and Procedures

Related Forms and Documents

Workplace Health and Safety Management System

Document Administration

Approval Authority:	Principal	Administrator:	Director of Infrastructure & Development
Last Review	Amendments		Next Review
April 2026	New Policy		April 2027