



Work Health and Safety Policy

Relevant Legislation	<i>Work Health and Safety Act 2012</i>
Commencement Date	11 April 2018
Next Review Date	April 2021

1. Purpose

This policy affirms the commitment of The Hutchins School to work health and safety.

2. Scope

This policy is applicable to all workers, students and visitors to our School.

3. Objectives

The Hutchins School is committed to achieving the highest attainable standards of work health and safety (WHS) for its workers, students, and visitors. To achieve this, the school requires its workers, students, and visitors to work in a co-operative and consultative manner.

4. Definitions

<p><i>Person Conducting a Business or Undertaking (PCBU)¹</i></p>	<p>A 'person' is defined in laws dealing with interpretation of legislation to include a body corporate (company), unincorporated body or association and a partnership.</p> <p>An individual is also a 'person', but will only be a PCBU where that individual is conducting the business in their own right (as a sole trader or self-employed person). Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.</p> <p>Section 5 (4) of the WHS Act makes it clear that an individual is not a PCBU if they are involved in the business or undertaking only as a worker or officer of the business or undertaking.</p> <p>The Crown is also a person for the purposes of the WHS Act. The Crown may conduct a business or undertaking through its departments and statutory agencies.</p> <p>With regards to our School, The Hutchins School is the PCBU.</p>
---	---

¹ Safe Work Australia. Interpretive Guideline Model Work Health and Safety Act – The Meaning of a Person Conducting a Business or Undertaking. <http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/interpretive%20guideline-pcbu>

Workers	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: an employee; or a contractor or subcontractor; or an employee of a contractor or subcontractor; or an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or an outworker; or an apprentice or trainee; or a student gaining work experience; or a volunteer; or a person of a prescribed class. ²
----------------	---

5. Policy Information

The Hutchins School acknowledges its responsibilities under the Work Health and Safety Act 2012 and associated Regulations.

The School, as a person conducting a business or undertaking, is therefore committed to:

- Identifying and assessing any risks to health and safety in our work practices, equipment and work environment with a view to either eliminating risk where reasonably practicable or putting in place adequate controls to minimise risk
- Providing a safe work environment
- Providing safe systems of work
- Providing and maintaining equipment and substances in a safe condition
- Providing and maintaining personal protective equipment
- Providing instruction, training and supervision to ensure our workers and students are competent and are able to carry out their work in a safe manner
- Consulting with workers on matters that may affect their health and safety
- Compliance with relevant legislation³ and striving for best practice by following established Codes of Practice and standards such as Australian Standards.

Workers⁴ are responsible for:

- Carrying out their work in a safe and healthy manner
- Taking reasonable care for their own health and safety
- Taking reasonable care to ensure their acts or omissions do not adversely affect the health and safety of other persons
- Cooperating with health and safety policies and procedures at all times
- Complying with instructions given by management in relation to health and safety
- Reporting all incidents, injuries, near misses and hazards immediately.

6. Related Documents and Systems

- The Hutchins School Health and Safety Management System

7. Record Keeping

We are committed to continuous improvement of our health and safety management systems. This policy will be reviewed every 3 years unless there is a significant legislative or organisational change requiring an earlier review.

² Refer section 7 of the Work Health and Safety Act 2012

³ Refer to section 19 (PCBU primary duties) and Sections 20-26 (for further duties) of the Work Health and Safety Act 2012

⁴ Refer to section 28 (Duties of workers) of the Work Health and Safety Act 2012

8. Policy Owner
Headmaster

9. Policy Review Details

4 July 2014	Policy review; updated title section 7 from related external documents to related documents and systems; change in section 8 review every 3 years not 2; added section 10 Policy Review Details and updated footers
13 July 2017	Review of policy. Updated sections 5 school commitment and worker responsibilities after reading the WHS Act and Work Safe Tasmania WHS Policy examples. Updated the name of the Headmaster
11 April 2018	Policy review – minor amendments only.