



THE HUTCHINS SCHOOL

Work Health and Safety Policy

Relevant legislation	Work Health and Safety Act 2012 (Tas)
Commencement date	01 January 2008
Last review date	01 March 2021

1. Purpose

The purpose of this policy is to affirm the commitment of The Hutchins School (the School) to Work Health and Safety.

2. Scope

This policy applies to all staff, students and visitors to the School.

3. Objectives

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. The objective of this policy is to define the responsibilities of the School and its staff in supporting these standards.

4. Definitions

Staff	For the purpose of this policy, 'staff' refers to any person who carries out work in any capacity for the School, whether as an employee; a contractor or subcontractor; an employee of a contractor or subcontractor; an employee of a labour hire company who has been assigned to work at the School; an outworker; an apprentice or trainee; a student gaining work experience; a volunteer, or a person of a prescribed class under The Work Health and Safety Act. ¹
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¹ Work Health and Safety Act 2012, Section 7

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5. Policy statement

The School acknowledges its responsibilities under the Work Health and Safety Act 2012 (the Act) and its associated regulations.

The School 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; and
- ensuring compliance with relevant legislation and striving for best practice by following established Codes of Practice and standards (e.g., Australian Standards).

Staff 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;
- co-operating with health and safety policies and procedures at all times;
- complying with instructions given by management in relation to health and safety; and
- reporting all incidents, injuries, near misses and hazards immediately.

6. Supporting/related documents

This policy is primarily supported by the School's Risk Management System, CompliSpace.

7. Record keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

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8. Policy owner

Headmaster

9. Version Control

Version	Author	Purpose/Change	Date
5.0	Manager People, Culture & Safety	Updated title sect 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	4/7/2014
6.0	Manager People, Culture & Safety	Updated section 5 (school commitment, worker responsibilities) after reading the WHS Act and Work Safe Tasmania WHS Policy. Updated the policy owner to 'Headmaster'.	13/7/2017
7.0	Manager People, Culture & Safety	Minor amendments only	11/4/2018
7.1	Policy & Compliance Manager	Placed policy into new template. Minor textual revisions; changed term 'worker' to 'staff' for simplicity, removed reference to "Person Conducting a Business or Undertaking" (considered unnecessary) and definition.	01/03/2021

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