



THE HUTCHINS SCHOOL

Work Health and Safety Policy

Relevant legislation	Corporations Act 2001 (Cth) Work Health and Safety Act 2012 (Tas) Work Health and Safety Regulations 2022 (Tas)
Commencement date	01 January 2008
Last review date	01 March 2025

1. Purpose

This policy affirms the The Hutchins School's commitment to providing a safe and healthy work and learning environment for all staff, students and members of the School community. It also defines the rights and responsibilities of individuals in maintaining and promoting Work Health and Safety (WHS).

2. Scope

This policy applies to all staff, students and members of the School community.

3. Objectives

The School is committed to maintaining the highest practicable standards of Work Health and Safety (WHS) to protect the wellbeing of staff, students and members of the School community. This policy:

- establishes clear responsibilities for the School, staff and other duty holders toward achieving a safe work and learning environment;
- ensures compliance with the Work Health and Safety Act 2012 (Tas) (the Act) and associated regulations; and
- promotes a culture of proactive risk management, consultation and continuous improvement in WHS practices.

Created by: Policy & Compliance Manager	Document version: 7.2
Online location: https://myhutchinstasedu.sharepoint.com/sites/PolicyCompliance	Next review date: 01 March 2028
Printed copies are uncontrolled. For the latest version please refer to SharePoint Online.	CRICOS 00478F Page 1 of 2

4. Definitions

Officer	The term 'officer' is defined by the Corporations Act 2001 (Cth), and includes "a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking." This definition is applied by the Act section 4.
Staff	For the purpose of this policy, 'staff' refers to all people engaged with the School, whether in a paid or unpaid capacity. This includes both volunteers and contractors.
Manager	An individual responsible for overseeing and directing the work of others, ensuring that organisational policies and procedures are followed, and that health and safety standards are maintained.
Worker	<p>According to the Act, "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:</p> <ul style="list-style-type: none">a) an employee, orb) a contractor or subcontractor, orc) an employee of a contractor or subcontractor, ord) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, ore) an outworker, orf) an apprentice or trainee, org) a student gaining work experience, orh) a volunteer, ori) a person of a prescribed class."

5. Policy statement

The School acknowledges its responsibilities under the Act and its associated regulations, and is therefore committed to:

- identifying, assessing and continuously reviewing 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 implementing place adequate controls to minimise risk according to the [Risk Management Policy](#);
- providing a safe and healthy work and learning environment that supports the wellbeing of staff, students and community members;
- supporting staff psychosocial health and wellbeing, as per the [Staff Mental Health and Wellbeing Policy](#);
- 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 and engaging with workers in safety-related decision-making to ensure that they have a meaningful role in managing health and safety risks; and

- ensuring compliance with relevant legislation and proactively adopting best practices through adherence to established Codes of Practice and Australian Standards.

Roles and responsibilities

Officers of the School have a positive duty of due diligence under the Act, which requires them to ensure that the organisation complies with its health and safety obligations. This includes the duty to:

- acquire and maintain an up-to-date knowledge of Work Health and Safety (WHS) matters;
- ensure that the organisation has the appropriate systems, policies and resources to manage health and safety risks;
- verify that the organisation's measures to support health and safety are implemented effectively;
- engage in work health and safety governance by:
 - reviewing incident reports as required;
 - reviewing risk assessments as required;
 - ensuring that risk management processes are in place; and
 - fostering a culture of health and safety leadership.

The failure of an officer to exercise due diligence may result in personal liability under the Act.

Managers are responsible for ensuring, as far as is reasonably practicable, the health and safety of:

- all workers engaged or contracted by the School;
- all workers whose activities in carrying out work are influenced or directed by the School; and
- all other people potentially influenced by work carried out as part of the School's business undertakings.

This means that managers must:

- provide and maintain work environments free from risks to health and safety;
- provide and maintain safe plant (equipment), structures and systems of work;
- ensure the safe use, handling and storage of plant (equipment), structures and substances;
- provide adequate facilities for the welfare of workers in carrying out work;
- provide information, training, instruction or supervision as required to protect people from risks to their health and safety that arise from work activities;
- ensure that the health of workers and the condition of the workplace are monitored for the purpose of preventing illness or injury of workers arising from the School's business; and
- consult with workers on all matters relating to health and safety.

Workers are responsible for:

- working safely and responsibly in accordance with established policies and procedures;
- taking reasonable care for their own health and safety;
- ensuring that their actions or inactions do not compromise the safety of others;

- co-operating with health and safety policies and procedures at all times;
- not misusing or interfering with anything provided to support work health and safety;
- following all safety instructions, procedures and policies as directed by the School; and
- immediately reporting all hazards, injuries, incidents and near-misses to facilitate timely risk mitigation and continuous improvement in safety management, via the [Incident, Injury and Hazard Report Form](#).

6. Supporting/related documents

[Incident, Injury and Hazard Report Form](#)

The Hutchins School Incident Register

[Risk Management Policy](#)

The Hutchins School Risk Register

[Staff Wellbeing Framework](#)

7. Record keeping

This policy is to be kept for three (3) years until review, except where legislative or organisational change demands otherwise. The master copy is kept on SharePoint Online in read-only PDF form. Printed copies are uncontrolled.

8. Policy owner

The Principal

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
7.1b	Policy & Compliance Manager	Minor textual revision to support changes in style guide.	13/01/2022

7.2	Policy & Compliance Manager	Minor textual revision to strengthen the language around consultation, engagement and continuous improvement. Added references (under Supporting/related documents) to the Risk Management Policy, the Staff Wellbeing Framework and the various online registers that align with the Act.	01/05/2025
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