Work Health and Safety Policy

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work Health and Safety Act 2011 (from 1 January 2013)</td>
</tr>
<tr>
<td>Commencement Date</td>
<td>22 August 2012</td>
</tr>
<tr>
<td>Review Date</td>
<td>22 August 2014</td>
</tr>
</tbody>
</table>

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

| 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.¹ |

¹ Refer section 7 of the Work Health and Safety Act 2011 (note: this Act commences on 1 Jan 2013)
5. **Policy Information**

The Hutchins School acknowledges its responsibilities under the Workplace Health and Safety Act 1995\(^i\) and associated Regulations\(^ii\).

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 and maintaining equipment and substances in a safe condition
- Providing and maintaining personal protective equipment
- Providing training and instruction 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
- Continually monitoring and reviewing work practices, equipment and the work environment
- Compliance with relevant legislation and striving for best practice by following established Codes of Practice and standards such as Australian Standards.

Workers are responsible for:

- Carrying out their work in a safe and healthy manner
- Following health and safety procedures at all times
- Complying with any direction given by management in relation to health and safety
- Considering the safety of fellow workers, students and visitors at all times
- Reporting all incidents, injuries, near misses and hazards immediately.

6. **Supporting Procedures and/or Guidelines**

- The Hutchins School Health and Safety Management System

7. **Related External Documents**

8. **Record Keeping**

We are committed to continuous improvement of our health and safety management systems. This policy will be reviewed every 2 years unless there is a significant legislative or organisational change requiring an earlier review.

9. **Policy Owner**

   Headmaster

   22 August 2012

   Date ratified by board

   Mr Warwick Dean – Headmaster

---

\(^i\) Workplace Health and Safety Act 1995 (Tas); note Work Health and Safety Act 2011, from 1 Jan 2013

\(^ii\) Workplace Health and Safety Regulations 1998 (Tas); note Work Health and Safety Regulations 2011, from 1 Jan 2013