

## Work Health and Safety (WHS) Policy Summary

This is a summary of the WHS Policy. A full version of the policy is available on the intranet and internet under Policies.

### OVERVIEW OF POLICY STATEMENT

The NSW Department of Education (DoE) believes the provision of a safe working and learning environment for all is integral and essential to providing public education and other community services.

The Department is committed to:

- providing everyone in its workplaces with a safe and healthy working and learning environment
- promoting dignity and respect and taking action to prevent and respond to bullying
- adopting a preventative and strategic approach to health and safety and monitoring performance
- supporting and promoting health and wellbeing
- providing return to work programs to facilitate safe and durable return to work for employees for both work related and non-work related health conditions
- meaningful consultation with employees, their representatives and others on WHS issues
- providing appropriate information, training and instruction to facilitate safe and productive working and learning environments
- providing an effective and accessible safety management system for all employees and others to guide safe working and learning in all workplaces
- the reporting of incidents so that action can be taken to manage the incident, prevent further incidents, and provide support where required
- Providing a program of continuous improvement

### OVERVIEW OF APPLICABILITY AND CONTEXT

The policy applies to everyone in its workplaces.

The Department is able to provide safe workplaces through the provision of procedures, guidelines and other resources.

Everyone in the Department's workplaces has a responsibility for health and safety under the Work Health and Safety Act 2011, with the Department having the primary duty of care.

### RESPONSIBILITIES - SECRETARY

To ensure, so far as is reasonably practicable, the health and safety of everyone in departmental workplaces, by ensuring that appropriate systems are in place, responsibilities are appropriately defined and managers and supervisors receive the training and resources they need to carry out their WHS responsibilities.

### RESPONSIBILITIES - SENIOR EXECUTIVE DEEMED TO BE OFFICERS UNDER THE WHS ACT 2011

have a positive duty of care to exercise due diligence, as defined in Section 27(5) of the Act, in ensuring that the Department complies with its duty under the legislation.

### RESPONSIBILITIES – SENIOR MANAGERS AND WORKPLACE MANAGERS ARE TO TAKE ACTION TO ENSURE

- this policy is implemented
- safe systems of work and WHS procedures and guidelines are implemented, risks are managed so far as is reasonably practicable and that they strive for continuous safety improvement
- employees and others undertaking work are supervised and receive the instruction, information and training necessary to safely perform their duties
- meaningful consultation takes place with employees, their representatives and others on WHS issues
- workplace incidents are reported and investigated and appropriate action is taken to prevent further incidents
- effective emergency response plans and procedures are in place
- audit and other compliance requirements are complied with
- employees with injury or illness are managed in accordance with the DoE Return to Work Program and other relevant guidelines.

Where workplace managers are unable to ensure any of these provisions they should escalate them for appropriate action and support.

### RESPONSIBILITIES – EMPLOYEES AND OTHERS UNDERTAKING WORK ARE TO:

- take reasonable care for the health and safety of themselves and those under their supervision, and that their acts or omissions do not adversely affect the health and safety of others
- comply with any reasonable instruction or lawful direction as far as they are reasonably able
- cooperate in following DoE health and safety guidelines and procedures
- report incidents and hazards, and participate in training and consultation with DoE support
- meet their obligations to support their return to the workplace following any injury or illness.

### RESPONSIBILITIES – STUDENTS AND VISITORS ARE TO:

- take reasonable care of their own health and safety, and that their acts or omissions do not adversely affect the health and safety of others
- report health and safety issues and participate in consultation in work health and safety matters affecting them
- follow local procedures in relation to work health and safety.

**CONTACT YOUR WORK HEALTH AND SAFETY TEAM FOR INFORMATION AND ADVICE TO REPORT AN INCIDENT OR INJURY OR IF YOU HAVE A GENERAL WHS ENQUIRY PLEASE CALL**

**1800 811 523**

OR VISIT THE H&S WEBSITE AT

**<https://education.nsw.gov.au/inside-the-department/health-and-safety/>**

*Michele Bruniges*  
Secretary