



# OH & S EMPLOYEE RESPONSIBILITIES

## **Rationale:**

- As an employee of a primary school everyone has important OHS responsibilities, as defined in the *OHS Act 2004* (Section 25).
- Everyone working at Cana Catholic Primary School has a role to play in ensuring that our school is a safe and 'free from risk to health' school to work in. Employees and employers both have Work Place Health & Safety (WHS) rights and responsibilities.
- The duty under the legislation is to *eliminate risks* to health and safety *so far as is reasonably practicable*. Accordingly, what is reasonably practicable is unlikely to include intervening in a way which places the teacher in danger, particularly in view of the other section 25 obligation on the teacher to take care for his or her own health and safety.

## **Aims:**

- To promote safe work practices, to manage OHS risks, to inform staff and to assist in providing a safe environment.
- To assist with creating a safe work environment for Cana's much valued and appreciated employees.

## **Procedures for employees:**

- 1. Follow safety instructions and procedures in the workplace;** do not behave in a way that puts yourself or others at risk; do not interfere with or misuse anything provided by the employer (macbook, ipad, equipment, signs, etc.) that is used to keep the workplace safe and / or as a tool for teaching and learning.
- 2. Help to ensure housekeeping** is of a reasonable standard and your workspaces are kept safe (e.g. ensure that they do not leave items to trip over or bring chemicals into the workplace without appropriate MSDS), as well as keeping environments healthy for others e.g. staff shared fridge, staffroom etc.
- 3. Cooperate with reasonable OHS actions** taken by the employer. In a practical sense this would include following OHS rules and guidelines.

\*\* For practical reasons the Principal may delegate some of their OHS responsibilities to other staff. The Principal remains fully responsible for the health and safety of their staff. The Principal must ensure the person to whom responsibility has been delegated has the appropriate skills and authority to carry out the delegated duties.

- 4. Take care when performing duties** to ensure that you do not expose yourself, a colleague, a student or any other person to risk of harm. Work safely to protect yourself and others from injury.
- 5. Report health and safety hazards** in the workplace e.g. injuries, illnesses and near misses. It is important to notify the principal of all injuries, no matter how insignificant they seem.

- 6. Participate in required training** so you can respond to a reasonable request to provide assistance or first aid to an injured person at work. Get to know emergency procedures/ and the location of e.g. the first aid kit. Ask questions to check or clarify any issues relating to previous training, tasks or any issue that may affect safety in the workplace.
- 7. Observe the wearing of protective clothing** as required. As a general guide, the appearance and dress of teachers should be in accordance with the standards appropriate to their duties and the people with whom they are dealing. A teacher's obligation is to dress appropriately and professionally in a way that upholds the good reputation of the Primary Catholic School.

A teacher's duties can include periods of time outdoors in both cold and warm environments. It is important that teachers wear appropriate footwear that provides adequate protection from injury, comfortable support for the feet and ease of movement. One of the occupational risks associated with teaching is degrees of standing or walking, therefore supportive and enclosed footwear is advised.

- 8. Health and safety information:** Be an active member regarding health and safety of the workplace. Participate in Safety Committee Meetings and Safety Meetings. Re-address issues with the principal on unresolved topics discussed in the past. (The Principal may have forgotten about those topics.)
- 9. Encourage good OHS practice** with fellow employees and others wherever practical, assist the principal with OHS related matters, such as conducting OHS inspections during operating hours.
- 10. Report "bullying" behaviour.** Bullying is repeated, unreasonable behaviour directed towards an employee, or group of employees, that create a risk to health and safety. If you can, tell the person the behaviour is unreasonable / inappropriate, that you are offended and want it to stop. Keep a record of events that focus on the facts of the situation. Use Worksafe" What to do if bullying happens to you".

**This policy was last reviewed in 2015.**