



WHS001 – WORK HEALTH AND SAFETY POLICY

POLICY CONTEXT

Willunga Waldorf School is a co-educational and inclusive school. The School's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The School seeks to be a safe, just, compassionate, responsive and inclusive place for all its workers.

PURPOSE AND SCOPE

The purpose of this policy is to outline Willunga Waldorf School's commitment to providing and maintaining a safe and healthy environment for students, staff, visitors, and contractors. This policy aims to ensure compliance with relevant State, Territory and/or Federal legislation, including the *Work Health and Safety Act 2012 (SA)* and the *Work Health and Safety Regulations 2012 (SA)*.

This policy describes:

- The School's guiding principles to promote and maintain the health and wellbeing of all workers through workplace practices; and
- Expectations/requirements for workers to take responsibility for their own health and wellbeing.

Throughout this policy, "health and wellbeing" refers to both physical and mental health.

This policy applies to all school staff, students, visitors, contractors, and any other individuals who may be affected by activities at Willunga Waldorf School. It covers all areas of the school environment, including classrooms, playgrounds, sports facilities, administrative offices, and any off-site activities organised by the School.

This policy is not intended to be contractual in nature.

POLICY STATEMENT

Willunga Waldorf School believes that the health and wellbeing of our workers is key to organisational success and sustainability. The School acknowledges its moral and legal duty to take all reasonable steps to ensure a safe working environment for all workers.

Workers also have a legal obligation to take all reasonable steps to ensure their own and others' health and safety. The School therefore requires that all workers work together to maintain a safe work environment and report any identified hazards and risks.

To reduce workplace health and safety risks, the School will ensure that we:

- Are compliant with all legislative requirements and work to meet best practice standards and codes at a minimum.
- Provide a safe and healthy work environment for all workers, students, parents and visitors.
- To build and maintain a workplace environment and culture that supports health and wellbeing and prevents discrimination (including bullying and harassment).



- Require new staff to complete a staff induction program to indicate awareness of specific safety policies and procedures.
- Facilitate rehabilitation activities as soon as possible after any work-related injury or illness.
- Provide safe equipment and systems of work.
- Provide procedures and instructions to ensure safe systems of work are implemented and accessible.
- Provide training, consultation and initiatives to enable all workers to improve health and safety in the workplace.
- Identify and manage workplace risks, and conduct investigations into all reported incidents, injuries and hazards including near misses.
- Identify and provide resources for support measures, to eliminate or minimise unsafe conditions.
- Consult with workers, customer and government agencies (where relevant) to enhance the effectiveness of safety practices.
- Conduct regular reviews and evaluations of the WHS management system.

RESPONSIBILITIES

School Leadership's responsibilities include but are not limited to:

- Taking reasonable steps to provide and maintain the workplace in a safe condition.
- Ensuring all WHS policies and procedures are implemented.
- Actively promoting and being involved in those policies and procedures.
- Providing information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety.
- Conducting regular workplace inspections.
- Providing the resources to meet the School's WHS commitment, including the provision of external resources when required.
- Pastoral care for staff: Willunga Waldorf School provides avenues for staff to access care, assistance and support where required. The School provides free confidential counselling to all staff through the engagement of an Employee Assistance Program (EAP). In addition, the School endeavours to facilitate access to wellbeing opportunities as and when the need arises.

Workers' responsibilities include but are not limited to:

- Understanding this policy and seeking clarification from Leadership where required.
- Taking reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace.
- Following all WHS policies and procedures of the School and any other workplace that they may be required to work in their capacity as a school representative.
- Having a 'safety first' attitude; if workers see something wrong, fix it and report it
- Reporting all injuries, incidents, hazards, risks and "near misses" to one of the School's WHS Officers or the HR Administrator.
- Participating in WHS training and discussions as required/appropriate.
- Not wilfully interfering with or misusing items, equipment or facilities provided.

REPORTING A HAZARD OR RISK

Please report any hazards or risks in writing to hr@wws.sa.edu.au



RELATED POLICIES, PROCEDURES AND DOCUMENTS

Related School Policies, Procedures and Guidelines	<p>STU001 – Child Safe Environment Policy</p> <p>WHS002 – Accident/Incident, Hazard and Near Miss Reporting Policy</p> <p>WHS003 – School Community Conduct</p> <p>WHS005 – Sexual Harassment Policy</p> <p>EM001 – Critical Incident Management Policy</p> <p>OE004 – Camps and Excursions Policy</p> <p>SF004 – Volunteer Policy</p>
Related Legislation and Regulatory Requirements	<p>Work Health and Safety Act 2012 (SA)</p> <p>Work Health and Safety Regulations 2012 (SA)</p>

VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every two (2) years.

Responsible Person	Business Manager		
Policy Approver	School Council		
Version	1.1 – approved by Council 05/12/2024		
Publication Date	7 November 2022	Effective Date:	7 November 2022
Last Review Date	November 2025		
Next Review Date	December 2027		
Revision Record	<p>Antje Guenther (HR) – May/June 2024</p> <ul style="list-style-type: none"> - Internal policy re-classification: change from Code SF017 to WHS001 - Rewording of Policy Context - Replaced "employees" with "workers" - Updated Purpose - Updated Policy Statement – health and wellbeing of workers key to organisational success; moral and legal duty of care by School; workers have legal obligation to ensure own safety - Update Leadership responsibilities: Clarified wording; added obligation to provide training etc. and conduct regular workplace inspections - Update Workers Responsibilities: Clarified wording that employees must take care of their own and others' health and safety; have obligation to fix AND report hazards or risks; must not wilfully interfere with provided equipment; obligation to understand policy and seek clarification if not - Added obligation to report "near misses" - Included "How to report a hazard or risk" section - Added Related Policies, Procedures and Documents section - Changed policy Approver to School Council <p>February 2025 – Minor amendments:</p> <ul style="list-style-type: none"> - Rephrasing of Purpose & Scope section for enhanced clarity. <p>3 Nov 2025 – Amendments approved by Council:</p> <ul style="list-style-type: none"> - Updated "Related Policies" section - Added bullet point "Pastoral care for staff" 		