



SYDNEY JAPANESE  
INTERNATIONAL  
SCHOOL  
シドニー日本人国際学校

# Work Health and Safety Policy

# Work Health and Safety (WHS) Policy

## General Statement

The health, safety, and well-being of all staff, students, parents, contractors, and visitors at Sydney Japanese International School (SJIS) are of the highest priority.

The school is committed to providing a safe learning and working environment in compliance with current WHS legislation and guidelines, including the *Work Health and Safety Act 2011* (NSW) and *Work Health and Safety Regulations 2017* (NSW). Adequate resources will be devoted to ensure that the School is conducted in an environment which is, as far as practicable, without risk to personal health and safety.

The School aims to foster and facilitate a culture of safety by making each member of the School aware of their responsibilities. Employees will be consulted so that they can contribute to the making of decisions affecting their health, safety and welfare at work.

## 1. WHS Responsibilities

Work Health and Safety (WHS) is a shared responsibility, but the primary duty falls on the school management. Under the WHS Act, officers of a Person Conducting a Business or Undertaking (PCBU), such as school management and board members, have a positive obligation to exercise due diligence. This means they must ensure that the school complies with its WHS duties. Additionally, all staff, students, parents, volunteers, visitors and contractors are expected to follow the WHS policy and contribute to maintaining a safe environment. And they must also cooperate by reporting any accidents.

### School Management:

- Ensure compliance with all relevant health and safety.
- Minimise workplace hazards and risks as far as is reasonably practicable.

- Ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- Provide safety information, instruction, appropriate process and training to staff and ensure all relevant parties, including parents and visitors, are informed of health and safety requirements.
- Implement supervision to ensure work and activities on campus are conducted safely.
- Maintain communication with employees, students, and parents regarding health, safety, and well-being matters.
- Provide necessary protective equipment and ensure a return-to-work program is available for injured staff.
- Support teachers in fulfilling their duty of care by providing the necessary resources and training.

**Chief teachers:**

- Ensure that teachers, students, and visiting parents receive adequate training, supervision, and information to engage safely in school activities.
- Promote awareness of health and safety standards across the school community.
- Encourage students, teachers, and parents to voice concerns about health and safety, ensuring they are referred to School Management.
- Support teachers in their duty of care to students by facilitating access to resources and safety protocols.

**Teachers and Staff:**

- Actively participate in WHS initiatives and ensure personal and collective safety, including during activities that involve parents and visitors.
- Report all hazards or incidents promptly via email to the School Executive.
- Follow established safety procedures and guidelines in daily activities and ensure that parents and visitors comply when on school grounds.
- Fulfill their duty of care by supervising students properly, following safety protocols, and ensuring a safe learning environment.

**Contractors:**

- Must comply with WHS legislation and the school's safety policies.
- Follow all safety instructions provided by school staff.

**Parent • Volunteers and Visitors:**

- Are expected to follow all health and safety policies and procedures while on school premises or participating in school-related activities.
- Must adhere to school safety protocols during events, drop-offs, pick-ups, excursions, or any visits to the school.
- Report any hazards, incidents, or unsafe conditions to school staff.
- Recognise their role in contributing to the duty of care by following school rules and ensuring the safety of their children and others.

**2. Consultation Arrangements**

The School believes that the involvement of all employees is critical for ensuring a safe and healthy workplace. The School will consult employees on the implementation of safe work practices and procedures to ensure the health, safety and welfare of staff, students, contractors, and visitors. Every situation and each workplace must be assessed on an individual basis.

Consultation of all staff will primarily take place through:

- Section meetings: To address concerns and discuss health and safety, including input from parents and to be taken to the Life Section Committee.
- Life Section Committee (WHS Committee): Regular meetings to address non-urgent WHS matters involving staff and students.
- WHS Committee: Regular meetings to address all WHS matters, ensuring the improvement and prevention of hazards, to be shared with ESCOM.
  - The committee consists of 10 members: the management (Principal, GM and Heads), three teachers (the top two from the Life Section and Activities Committee, and the chief of JPN Div. teachers) and administrative staff (Maintenance, ER and Project Coordinator).
- ESCOM meetings: Urgent WHS matters can be raised weekly for immediate action.
- All Staff meeting: Management will share any decision regarding WHS.

- **Parent and Visitor Communication:** Parents and visitors will be consulted through direct communication channels, such as newsletters, parent meetings, and school events, where WHS information will be shared.

All staff are encouraged to provide input and participate in these forums to improve WHS practices.

### 3. **Duty of Care**

SJIS has a legal and moral obligation to ensure the safety and well-being of all students, staff, parents, visitors, and contractors while they are on school premises or involved in school-related activities. This **duty of care** extends to providing a safe environment and taking reasonable steps to protect individuals from harm or injury.

The duty of care includes:

- Providing adequate supervision for students during school hours, excursions, and school activities.
- Ensuring that all staff, contractors, and volunteers are aware of and follow the school's safety procedures.
- Maintaining a safe physical environment, including buildings, grounds, and equipment, free from hazards.
- Offering training and resources to staff and students on safe practices, including first aid and emergency responses.
- Taking prompt action in the event of incidents, accidents, or safety concerns to minimize risks and offer appropriate care.

Teachers have a duty to exercise reasonable care, attention, and skill in the performance of their roles to ensure that students and others under their care are safe from foreseeable risks.

### 4. **Teachers' Duty of Care**

Teachers have a **duty of care** to ensure the safety and well-being of all students under their supervision. This duty requires teachers to take all reasonable steps to prevent foreseeable harm and to create a safe learning environment. Teachers' duty of care extends to:

- **Supervision of Students:**  
Teachers must provide adequate and appropriate supervision at all times, both during classroom activities and during school-related events such as excursions and sports.

- **Identifying and Managing Risks:**  
Teachers must identify potential hazards in the classroom, school grounds, or during school-related activities and take appropriate measures to minimize or eliminate these risks. This includes following established safety guidelines, conducting risk assessments, and ensuring the use of necessary protective equipment.
- **Ensuring Safe Conduct:**  
Teachers must ensure that students are aware of and follow all safety rules and guidelines. Teachers are responsible for reinforcing safe behaviour in the classroom and during school activities to prevent accidents and injuries.
- **Responding to Incidents:**  
In the event of an accident, injury, or illness, teachers must act promptly by administering first aid, reporting the incident, and seeking further medical assistance if necessary. All incidents should be documented and reported to School Management in accordance with the school's procedures.
- **Duty of Care Beyond School Grounds:**  
Teachers' duty of care also extends to activities outside of school premises when students are participating in school-organized excursions, camps, or other events. Teachers must take reasonable steps to ensure that these activities are conducted safely, including adhering to proper supervision ratios, conducting risk assessments, and ensuring students' compliance with safety protocols.
- **Inclusive Learning Environments:**  
Teachers must ensure that the learning environment is safe for all students, including those with special needs. This includes adapting safety protocols and ensuring that adequate support is available for all students.
- **Ongoing Professional Development:**  
Teachers must stay informed about the latest safety guidelines, attend professional development sessions related to WHS, and maintain an up-to-date understanding of their duty of care responsibilities.

## 5. Managing Psychosocial hazards:

**Identification of Psychosocial Hazards:** Stress, bullying, work pressure, and harassment that might negatively impact mental well-being.

**Preventive Measures:** Establish clear guidelines on promoting mental health, reducing work-related stress, and fostering a supportive work culture.

**Support Systems:** Providing access to counselling services, mental health resources, and ensuring open channels for reporting psychosocial risks.

**Training and Awareness:** Offering professional development on recognizing and managing psychosocial risks.

**Response Protocols:** Clear steps to address reported psychosocial issues, including support, mediation, or disciplinary actions if necessary.

### **Preventive Actions**

The school will:

- Encourage open communication about workloads and stress.
- Foster a positive work culture where respect and teamwork are promoted.
- Ensure that staff workloads are reasonable and fair.
- Provide staff with regular breaks and encourage work-life balance.

### **Response to Psychosocial Issues**

If any psychosocial hazard is reported, the school will:

- Investigate all reports of bullying, harassment, or work-related stress.
- Take immediate steps to protect the person who reported the hazard.
- Offer mediation or other support services to resolve the issue.
- Review and adjust work practices to prevent future issues.

## **6. Managing Third party providers**

Schools must ensure third-party providers (e.g., contractors, excursion organisers) take all reasonable steps to ensure health and safety. This includes:

a) In selecting the provider:

Assess their expertise and qualifications, including staff.

- Review their WHS policies and risk assessments
- Understand the safety procedures and training in place
- Evaluate their safety record

b) In working with the provider:

- Address any concerns with the contractor promptly

For high-risk activities, schools should review documentation and seek advice. Schools cannot delegate their WHS responsibilities, as both the school and provider share obligations. It's important to consider each situation carefully and have a contractor management procedure in place.

## 7. Safe Work Practices

SJIS is committed to maintaining a safe working and learning environment for staff, students, parents, contractors, and visitors. The school will implement the following safe work practices to ensure this commitment:

- **Familiarity with Emergency Procedures:** Ensure all individuals on school premises are familiar with emergency procedures, including fire drills, evacuations, and lockdown protocols.
- **Regular Workplace Inspections:** Conduct regular inspections and evaluations of the school environment to identify potential hazards and ensure compliance with WHS standards.
- **Incident Recording and Reporting:** Record and report all incidents, accidents, injuries, and illnesses using the designated school system (*Sentral*), ensuring that appropriate follow-up actions are taken.
- **WHS Information:** Provide up-to-date WHS information to all relevant parties, including staff, parents, visitors, and contractors, ensuring they are aware of safety policies and procedures.
- **Labelling and sign board:** Introduce GHS labels or signboards to ensure that all staff and students understand the hazards in school, e.g. scientific chemicals.

## 8. Incident Reporting Process

In the event of an incident, it is crucial to follow a structured process to ensure the safety of all individuals and maintain compliance with legal requirements. This process includes:

### **Site Preservation:**

The person responsible for a workplace where an incident occurs must ensure the site remains undisturbed until an inspector arrives or gives further instructions. Access to the site should be restricted to prevent further harm.

### **Hazard Identification and Risk Assessment:**



- **Before an Incident:** Identify hazards and assess risks proactively to prevent incidents.
- **After an Incident:** Reassess risks to find contributing factors and implement corrective actions.

### Types of Notifiable Incidents:

- **Notifiable Incidents:** Any incident that causes serious injury or illness or poses an immediate threat to health and safety must be reported to the authorities.
- **Dangerous Incidents:** Incidents that put people at serious risk, even without injury, must also be reported.
- **Chemical Dangers:** Incidents involving hazardous chemicals or toxic substances should be managed quickly and reported to ensure proper containment and response.

### Reporting Steps:

1. **Immediate Notification:** Report any incident to the appropriate supervisor or manager as soon as possible.
2. **Risk Assessment:** Perform an immediate risk assessment following the incident to determine if any ongoing hazards exist.
3. **Site Preservation:** If the incident is a notifiable one, ensure the site remains undisturbed until further notice from authorities.
4. **Incident Documentation:** Complete an incident report using the *Sentral* system, providing detailed information on the nature of the incident, individuals involved, and actions taken.
5. **Follow-Up Actions:** Implement any required safety measures, communicate changes to affected parties, and ensure the incident is closed with appropriate resolution.
6. All students, their parents and staff have access to the school's counsellor, currently Ms Kaoru Sato(eastsidecounselling@gmail.com). This is a free service - up to 5 sessions - to all staff as the school encourages early intervention when issues arise, personally or professionally, and increased individual resilience to maximise workplace performance.

### Relevant School Documents:

- [SJIS Safety Manuals](#)
- [Sick Bay Procedure](#)
- [Inclement Weather Policy](#)

- [Safety and Maintenance Policy](#)
- [Risk Management Procedures \(hazards, chemicals, excursions/incursions, psychosocial hazards\)](#)
- [Incident Inspection Reports](#)

**References:**

- Work Health and Safety Act 2011(NSW)
- Work Health and Safety Regulations 2011 (NSW)
- Workers Compensation Act 1987 (NSW)
- Workers Compensation and Injury Management Act 1998(NSW)