



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

As the primary duty holders (Officers of the PCBU), School Management shall:

- **Ensure Compliance:** Maintain full alignment with all relevant health and safety legislation.

- **Risk Mitigation:** Eliminate or minimize workplace hazards and risks as far as is reasonably practicable.
- **System Oversight:** Establish robust processes for receiving, considering, and responding to information regarding incidents, hazards, and risks in a timely manner.
- **Training and Information:** Provide comprehensive safety instructions, training, and resources to staff, ensuring parents and visitors are well-informed of safety requirements.
- **Supervision:** Implement effective supervision to ensure all on-campus activities are conducted safely.
- **Communication:** Facilitate ongoing dialogue with employees, students, and parents regarding health, safety, and well-being.
- **Support and Recovery:** Provide necessary personal protective equipment (PPE) and maintain a return-to-work program for injured staff.
- **Teacher Support:** Empower teachers to fulfill their duty of care by providing requisite training and resources.

### Chief Teachers

Chief Teachers act as vital links in the safety chain and shall:

- **Safety Induction:** Ensure that teachers, students, and visiting parents receive adequate training and information to participate safely in school activities.
- **Promote Standards:** Champion health and safety standards across the school community.
- **Advocacy:** Encourage the school community to voice safety concerns and ensure these are escalated to School Management.
- **Instructional Support:** Facilitate teacher access to safety protocols and resources to assist them in their duty of care.

### Teachers and Staff

All staff members are expected to:

- **Active Participation:** Engage in WHS initiatives and take responsibility for personal and collective safety during all school activities.
- **Incident Reporting:** Promptly report all hazards or incidents via email to the School Executive.
- **Procedural Compliance:** Adhere to established safety guidelines and ensure that parents and visitors follow school protocols while on site.

- **Duty of Care:** Fulfill the duty of care through diligent student supervision and the maintenance of a safe learning environment.

### **Contractors**

Contractors performing work for the school must:

- **Legal Compliance:** Comply with all WHS legislation and the school's internal safety policies.
- **Adherence to Instruction:** Strictly follow all safety directions provided by school personnel.

### **Parents, Volunteers, and Visitors**

To maintain a safe community, parents, volunteers, and visitors are expected to:

- **Follow Protocols:** Adhere to all health and safety policies while on school premises or participating in school-related events (including drop-offs, pick-ups, and excursions).
- **Hazard Reporting:** Immediately notify school staff of any observed hazards, incidents, or unsafe conditions.
- **Collaborative Care:** Contribute to the school's duty of care by following rules that ensure the safety of their children and the broader community.

## **2.Consultation Arrangements**

The School believes that the active involvement of all employees is critical to maintaining a safe and healthy workplace. SJIS is committed to consulting with staff on the implementation of safe work practices and procedures to ensure the welfare of students, contractors, and visitors. Every situation and workplace environment is assessed on an individual basis to ensure tailored safety measures.

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 School Life Committee.

- **School Life Committee:** Regular meetings to address non-urgent WHS matters involving staff and students. Minutes are to be submitted to Escom for approval and instruction.
- **WHS Committee:** Regular meetings to address all WHS matters, ensuring the improvement and prevention of hazards. Minutes are to be shared with all staff.
- **Members:** The WHS committee consists of 10 members including the management (Principal, GM-Chair and Deputies), three teachers (JPN Div. and INT Div.) and administrative staff (Maintenance, External Relations Officer and Project Coordinator).
- **ESCOM meetings:** In addition to regular school matters, urgent WHS issues may be brought up 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.

### **Teachers' Duty of Care**

Teachers hold a legal and moral obligation to ensure the safety and well-being of all students under their supervision. This duty requires taking all reasonable steps to prevent foreseeable harm and maintaining a secure learning environment.

This responsibility encompasses the following areas:

- **Supervision of Students:** Providing adequate and appropriate supervision at all times, including classroom activities, playground duty, and school-related events like excursions and sports.
- **Risk Identification and Management:** Actively identifying hazards within the classroom and school grounds. Teachers must conduct risk assessments, follow established safety guidelines, and ensure the correct use of protective equipment.
- **Promotion of Safe Conduct:** Ensuring students understand and adhere to safety rules. Teachers are responsible for reinforcing safe behaviour to prevent accidents and injuries during all school activities.
- **Incident Response:** Acting promptly in the event of an accident, injury, or illness. This includes administering first aid, seeking medical assistance, and documenting the event in the **Sentral** system as per school procedures.
- **Extracurricular and Off-site Responsibility:** Extending the duty of care to school-organized excursions, camps, and external events. This includes maintaining proper supervision ratios and ensuring student compliance with safety protocols outside school premises.
- **Inclusive Safety:** Ensuring the environment is safe for all students, including those with special needs, by adapting safety protocols and providing necessary individual support.
- **Professional Competence:** Maintaining an up-to-date understanding of WHS responsibilities through ongoing professional development and training sessions.

## 4. Managing Psychosocial hazards:

The school is committed to protecting the mental well-being of the school community by proactively identifying and managing risks such as stress, bullying, excessive work pressure, and harassment.

### Identification and Prevention

SJIS implements a preventative approach to psychological health through:

- **Risk Assessment:** Conducting at least one formal annual risk assessment or employee survey to identify stressors and develop improvement plans.
- **Cultural Standards:** Fostering a positive environment centred on respect, teamwork, and open communication regarding workloads.
- **Operational Fairness:** Ensuring fair workloads, clear role definitions, regular breaks, and a healthy work-life balance.
- **Environment Maintenance:** Regularly reviewing physical factors—such as noise, lighting, and equipment—that contribute to cognitive fatigue or stress.

### Training and Support Systems

- **Professional Development:** Providing mandatory training for managers and supervisors on recognizing and managing psychosocial risks.
- **Counselling Access:** Offering all staff and students access to the school counsellor (Ms. Kaoru Sato) for early intervention and resilience building.
- **Early Intervention:** Maintaining open channels for reporting risks and providing robust return-to-work support for staff recovering from psychological injury.

### Response Protocols

Upon receiving a report of a psychosocial hazard, the school will:

1. **Investigation:** Promptly investigate all allegations of bullying, harassment, or excessive work-related stress.
2. **Protection:** Take immediate measures to protect the reporter from reprisal or further harm.
3. **Resolution:** Implement support, mediation, or disciplinary actions as required. Protective measures may include temporary redeployment, changing reporting lines, or isolating the alleged perpetrator during the process.

4. **System Review:** Adjust work practices post-incident to prevent recurrence.

### **Accountability**

- **Primary Responsibility:** The Principal holds overall accountability for the management of psychosocial hazards.
- **Practical Execution:** Daily management and monitoring are delegated to the Human Resources (HR) department and the WHS Committee.

## **5. 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.

## **6. 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:

- **Emergency Preparedness:** All individuals on school premises must be familiar with emergency procedures, including fire drills, evacuation routes, and lockdown protocols.
- **Proactive Workplace Inspections:** The school environment undergoes regular evaluations to identify potential hazards and ensure continuous compliance with WHS standards.
- **Systematic Incident Reporting:** All incidents, accidents, injuries, and illnesses must be recorded in the **Sentral** system to ensure appropriate follow-up and remedial action.
- **Information Dissemination:** Up-to-date WHS information is provided to all stakeholders—staff, parents, visitors, and contractors—to ensure universal awareness of safety policies.
- **Hazard Labelling and Signage:** The school utilizes the **Globally Harmonized System (GHS)** for labelling and clear signage to ensure that staff and students recognize workplace hazards, such as laboratory chemicals.
- **Mandatory Inspection Schedule:** To ensure the integrity of school facilities, the following inspections are conducted by qualified professionals:
  - Electrical safety: Test and Tag inspection      • • •      annually  
by a licensed electrician
  - Fire safety:      Fire safety inspection      • • •      annually  
by a qualified inspector
  - Chemical safety: Chemical checks      • • •      each school term  
by the science teacher
  - Tree safety:      Tree inspections      • • •      at least once  
by a qualified arborist      every two years

## 7. Incident Reporting Process

In the event of an incident, following a structured response is vital to ensure the safety of all individuals and maintain compliance with legal requirements.

### Hazard Identification and Risk Assessment

- **Proactive Management:** Hazards must be identified and risks assessed continuously to prevent incidents before they occur.
- **Post-Incident Analysis:** Following any event, risks must be reassessed to identify contributing factors and implement corrective actions to prevent recurrence.

## Understanding Notifiable Incidents

Under NSW legislation, certain events must be reported to the authorities (SafeWork NSW):

- **Serious Injury or Illness:** Any incident resulting in serious harm or posing an immediate threat to life.
- **Dangerous Incidents:** "Near-miss" events that place individuals at serious risk, even if no actual injury occurs.
- **Chemical Hazards:** Incidents involving the uncontrolled release of hazardous chemicals or toxic substances requiring immediate containment and specialized response.

## Reporting Steps

1. **Immediate Notification:** Report the incident to a supervisor or management (Principal, GM or Deputies) as soon as it is safe to do so.
2. **Initial Risk Assessment:** Conduct an immediate evaluation to determine if any ongoing hazards pose a further threat.
3. **Site Preservation:** For notifiable incidents, the person in charge must ensure the site remains undisturbed (except to provide medical aid or make the area safe) until an inspector arrives or provides instruction.
4. **Incident Documentation:** Record the event in the **Sentral** system, providing comprehensive details on the nature of the incident, personnel involved, and immediate actions taken.
5. **Follow-Up Actions:** Implement necessary safety improvements, communicate updates to affected parties, and ensure the case is formally closed with a documented resolution.

## Counselling and Well-being Support

The school encourages early intervention and personal resilience. All students, parents, and staff have access to the school counsellor, **Ms. Kaoru Sato (eastsidecounselling@gmail.com)**. This is a free service (up to 5 sessions) available to all staff to support both personal and professional well-being and maximize workplace performance.

## 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)