



EXECUTIVE DIRECTIVE

WORK HEALTH AND SAFETY POLICY

The Athena School has, as the foundation of its WHS, the safety of all its employees from the “shop floor” up, all its students, as well as visitors and contractors to the school.

With this in view, each individual within the school, regardless of their position, has responsibilities for their own, as well as others’, safety and wellbeing.

MANAGEMENT RESPONSIBILITY

Management is responsible for the overall effectiveness and implementation of this WHS program by:

- providing suitable and effective policy and procedure
- ensuring that all staff fully understand that policy and those procedures
- receive such training as necessary in order to carry out those procedures correctly and in safety
- ensuring that Supervisors are training and supervising employees correctly and adequately.

SUPERVISOR RESPONSIBILITY

Supervisors are responsible for ensuring that employees receive all WHS training necessary and are able to apply OHS in their area by:

- ensuring all employees are aware that there is an WHS program and how this program applies to them
- that all employees are aware of the training they are required to receive
- that all employees arrive at training
- that all employees receive training
- that all employees are able to apply policy and procedure required of their position
- that all employees do apply the policy and procedures required of their position

EMPLOYEE RESPONSIBILITY

All employees, regardless of their position, are required to ensure that they understand all WHS policy relative to them and their position and to ensure that they attend and receive that training required for their position by:

- attending WHS training
- understanding WHS policy and procedures
- querying policy or procedure which they do not understand or cannot follow
- applying WHS policy and procedures
- informing Supervisors of departures from policy or procedure
- informing Supervisors should changing environment place application of policy or procedure in jeopardy

WORKPLACE HEALTH AND SAFETY PROGRAM

The Athena School has the Work Health and Safety policies and procedures, and keeps abreast of changes to the Work Health & Safety Acts and Regulations through its connection with both the Association of Independent Schools and the NSW Education Standards Authority. Changes and amendments to WHS will be advised to all staff upon receipt through issued updates to policy and procedures.

Programs will be written as required to ensure we maintain our high standard of Work Health and Safety. The program will always relate to all aspects of WHS, including:

- Policy and procedure for all employees and contractors
- WHS training and education for all employees and contractors
- Risk Assessments
- Emergency procedures and drills
- Reporting lines and procedures for incidents, accidents, injuries, illnesses
- Reporting lines for reports on damage and potentially dangerous sites
- Schedules and routines involving supervision of and transportation of students
- Parent reporting line

Approved by the
Executive Council
The Athena School Limited