



PRINCIPAL

Obligations

1. Demonstrate a commitment to work health and safety
2. Communicate and implement the WHS policies and procedures
3. Provide workers with WHS Information
4. Promote and create a safe work environment by implementing the Safety Management System at their site which includes the responsibility and authority for safety and wellbeing over employees, contactors, volunteers, children/young people, and other visitors when working for the department

Actions

1. Allocate responsibility for work health and safety (WHS) to leaders and supervisors and ensure they have the competency and capacity to act in their role
2. Provide workers with training, instruction or supervision, and resources to carry out their WHS roles and activities competently and safely
3. Not condone behaviour which is not conducive to maintaining a safe and healthy work environment
4. Be aware of the department's legal obligations under the Act and the associated regulations and meet those obligations in full

SITE MANAGER

Obligations

1. The site manager has the primary responsibility for the implementation, monitoring and review of the safety management system at their site. The site manager can delegate tasks but not responsibility. However, some responsibilities of the site manager can be delegated to a senior member of the site leadership team
2. DfE does not consider site managers to be officers under the Act at this time. However, DfE requires all site managers to follow and exercise due diligence through the implementation of the safety management system at their site. This is supported by the site manager's provision of work health and safety information, instruction, training and supervision to all workers. Exercising due diligence provides the highest level of protection against possible legislative breaches under the Act
3. Under the Act, site managers have been delegated the duty of management or control of the workplace in accordance with Sections 20 and 21. They owe the primary duty of care to everyone at their site. This means they have a duty to ensure, so far as is reasonably practicable, that:
 - the means of entering and exiting the workplace and anything arising from the workplace, and fixtures, fittings and plant in the workplace are without risks to the health and safety of any person.

Actions

1. Demonstrate a commitment to work health and safety. Be aware of and proactively involve yourself in all WHS activities on your site
2. Properly induct, instruct, train and supervise workers to ensure safe work practices are understood and followed by all workers and others in the workplace
3. Communicate and implement the WHS policies and procedures



4. Consult with the HSR and/or all likely affected workers, about decisions that will affect safety in the workplace. Establish good relationships with the health and safety representative (HSR), health and safety committee (HSC) and workers to consult on work health and safety matters and integrate this with implementing solutions
5. Regularly check site safety management systems to make sure that workers are adequately protected from workplace hazards
6. Provide adequate facilities for the welfare of employees. This covers everything from providing suitable toilet facilities to conducting risk assessments on premises and procedures
7. Be aware of the department's legal obligations under the Act and the associated regulations and meet those obligations in full
8. Investigate injuries that result in loss of time from work and implement appropriate corrective actions. Responsible for workers compensation and return to work program.
9. Support and encourage the prompt resolution of WHS issues at a local level
10. Ensure that all Job and Persons Specifications contain clearly defined roles, responsibilities and accountabilities; where everybody is responsible for maintaining a safe and healthy work environment.
11. Ensure the appropriate allocation of resources for the implementation, monitoring and review of the Safety Management System
12. Make WHS an agenda item at all staff meetings

FACULTY LEADERS/LINE MANAGERS

Obligations

1. Develop the capacity and knowledge of employees and other persons to proactively manage hazards and known WHS risks
2. Engage and consult with employees and other persons and their representatives to understand and consider their views when making decisions that impact on their health, safety and wellbeing
3. Support and encourage the prompt resolution of WHS issues

Actions

1. Ensure all staff are adequately trained to perform their job safely
2. Not condone behaviour which is not conducive to maintaining a safe and healthy work environment
3. Develop, monitor and update maintenance registers for high risk plant. Ensure maintenance is being carried out as per schedule. This can be delegated
4. Display Standard Operating Procedures for all potentially hazardous equipment and processes.
5. Develop, monitor and update hazardous substance registers. Only authorise purchases of hazardous substances that are on the DfE approved substance list (DfE intranet). Ensure adequate secured storage of hazardous substances. Ensure decanted substances are labelled in accordance with the code of practice
6. Review risk assessment for plant every 5 years
7. New plant to be added to the site plant register with risk assessment to be done. (S drive, aR-12, WHS)
8. Provide and maintain suitable personal protective equipment (PPE) to make sure workers can do their job safely, and train workers how to use PPE correctly



WORKERS (STAFF)

Obligations

1. Workers (which include site leaders) and others have a duty under sections 28 and 29 of the Act to take reasonable care for their own health and safety and that of others in the workplace. This includes complying with any reasonable instructions
2. Workers are also required to cooperate with any reasonable WHS policy or procedure of DfE. (Types of workers include: employees, contractor/subcontractors, contractor/subcontractor employees, labour hire employees, outworkers, apprentices or trainees, work experience students, volunteers or persons of a prescribed class.)

Actions

1. Not do anything to put yourself or others at risk. This includes using PPE, following safe work procedures, not misusing or interfering with equipment
2. Comply with reasonable direction from the principal, site leader, line manager, faculty leader, HSR. Follow SOPs, Policies, Procedures
3. Only purchase hazardous substances that are on the DfE approved list (available on DfE intranet). Have access to chemwatch or obtain a Safety Data Sheet for every hazardous substance. Ensure adequate secured storage of hazardous substances. Ensure decanted substances are labelled in accordance with the code of practice
4. Ensure all portable electrical items have a **current** test tag. If no, do not use and arrange for item to be tested and tagged
5. Participate in workplace hazard inspections
6. Display good housekeeping practices by keeping work area in a safe and tidy condition
7. Use PPE provided. This extends to the use of step ladders, and trolleys for shifting heavy items
8. Report student injuries that require professional medical treatment using the report injury link on the DfE intranet. Minor student injuries must be reported on the site first aid log
9. **Report** any work health and safety issues, including hazards, injuries, illnesses and near misses

R-12 WHS WORKGROUP/WHS ADMIN OFFICER

Obligations

1. Facilitate cooperation between the Principal/Site Manager and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work
2. Assist in developing standards, rules and/or procedures relating to health and safety to improve and ensure workers' health and safety at the workplace
3. Carry out any other functions agreed between the Principal and the WHS Workgroup

Actions

1. Ensure workplace inspections occur regularly to identify site hazards. After hazards are identified, consult with site stakeholders to conduct risk assessments, implement a risk register and establish a corrective action log to monitor the progress of risk controls
2. Establish a risk register to record risks that remain at a medium or high-risk rating even after risk controls have been applied
3. Monitor Safety Task Action Reporting system. Review and/or action tasks then sign off



4. Monitor emergency procedures (including drills). Update the Emergency Response Team
5. Monitor asbestos and fragile roof registers
6. Monitor accident statistics
7. Review WHS documents and procedures
8. 6 monthly push button testing of all fixed RCDs. Folder to be updated for every circuit.
9. Inform all staff of DfE hazard alerts or other communication
10. Use the DfE Safety Training Matrix to identify mandatory training for each job stream/family and frequency the training must be undertaken and determine relevant courses available

HEALTH AND SAFETY REPRESENTATIVE (HSR)

Obligations

1. Workers can elect a **HSR** to represent them in health and safety related matters. The HSR has specific powers and functions (outlined below)
2. The HSR is not responsible for the implementation of the WHS system and cannot be held responsible for workplace safety and wellbeing programs. However, they may be delegated tasks/duties by the site leader as part of their normal duties in the interests of health and safety
3. Due to a conflict of interest and inability to perform HSR functions, it is not suitable for a site leader or senior leadership position to be elected as a HSR

Actions

The powers and functions of a **HSR** are to:

1. Represent the workers in the work group in matters relating to work health and safety
2. Monitor the measures taken by DfE in compliance with the Act in relation to workers in the work group
3. Investigate complaints from members of the work group relating to work health and safety
4. Investigate anything that appears to be a risk to the health or safety of workers in the work group, arising from the conduct of DfE
5. Inspect the workplace or any part of the workplace at which a worker in the work group works
6. Accompany an inspector during an inspection of the workplace or part of the workplace at which a worker in the work group works
7. With the consent of a worker or a group of workers, be present at an interview concerning work health and safety between a worker or group of workers and an inspector or management
8. Request the establishment of a HSC
9. Receive information concerning work health and safety of workers in the work group
10. Where necessary, request the assistance of any person
11. Under Division 6 of the Act, to direct unsafe work to cease in certain circumstances and to issue provisional improvement notices **only after** direct consultation has not been successful

It is also the responsibility of the HSR to consult with the site leader:

- when they believe that a person is in breach of the Act or WHS Regulations 2012
- before inspecting the workplace
- before accompanying a consultant in an inspection of the workplace
- before taking time off for training purposes



- regarding conducting an investigation of the workplace and report the outcome of any such investigation
- before issuing a provisional improvement notice
- when there is an immediate threat to the safety of any worker
- before, or as soon as practicable after ordering work to cease

FIRE WARDEN

Obligations

1. Assist in implementing and improving effective emergency procedures in your workplace
2. Help prevent emergencies by monitoring the adequacy of the fire risk control measures
3. Raise awareness with other staff about the fire hazards that exist in your workplace

Actions

4. Review emergency procedures in consultation with site manager. Update as necessary
5. Arrange drills in consultation with site manager. (Legal requirement of 2/year)
6. Review drills in consultation with site manager and workers
7. Instruct workers in how to respond in an emergency
8. Lead the fire drills and real evacuation procedures – they must be familiar with all escape routes and exits from their designated area
9. Ensure all workers are accounted for during an evacuation



ADMIN STAFF

Obligations

1. Comply with reasonable direction from the principal, site leader or line manager

Actions

1. Ensure FM contractors and non-FM contractors are:
 - inducted into the workplace and are informed of, and comply with, DfE policies, procedures and local safe work practices relevant to the work they are contracted to perform
 - informed of known and potential workplace hazards present before commencing contracted work at a DfE workplace e.g. asbestos, confined spaces, hazardous substances
 - aware of, and understand their WHS legal responsibilities and obligations
 - this includes the reporting of incidents
2. All contractors, visitors and volunteers must sign in and out of the workplace using the site visitor register and wear a visitor badge while on site

If non-FM contractors are necessary, the site leader must confirm the following are in place before engaging any private contractor/s not organised through the site facilities manager:

- current DCSI child-related employment screening for each contractor, sub-contractor or employee
- current insurance and liability policies
- health and safety policies and procedures
- evidence of permits / licences and certificates legally required to perform the work
- evidence of any prosecutions, improvement and/or prohibition notices issued by SafeWork SA
- records of safety training and competencies of their employees and subcontractors
- accident/Illness/Injury reporting and recording system
- emergency procedures
- JSA for the work required
- plans in case of injury or incident
- The site leader must supervise all works carried out to ensure there is no deviation from the JSA.
- The site leader must ensure that private contractors are not provided with, or permitted to use any DfE tools, equipment, substances or workers (eg power tools, ladders, chemicals, grounds person) in order to undertake or fulfil the contracted