



NSW Department of Education and Training and NSW TAFE Commission

Occupational Health and Safety Policy

The Director-General/Managing Director and senior officers are committed to ensuring a safe and healthy working and learning environment for staff, students and visitors to schools, colleges and other workplaces across the organisation. In addition, the Director General/Managing Director and senior officers are committed to injury management aimed at the early and safe return to work of injured staff.

Legal Compliance

The Director General/Managing Director and senior officers will comply with the requirements of the Occupational Health and Safety Act 2000, the Occupational Health and Safety Regulation 2001, the Workplace Injury Management and Workers' Compensation Act 1998, the Workplace Injury Management and Workers' Compensation Regulation 2002 and all relevant codes of practice.

Consultation

The best way to ensure a safe and healthy workplace is for management and staff to work together to identify and solve occupational health and safety problems. The Director-General/Managing Director and senior officers are committed to regular consultation using the negotiated and agreed OHS consultation arrangements with staff and their representatives and where necessary with contractors and suppliers of equipment and services, to ensure that occupational health and safety management is of the highest standard.

Management

Senior officers of the Department of Education and Training and the NSW TAFE Commission acknowledge that they have a primary responsibility for the health and safety of those who work under their direction.

The Director-General/Managing Director will ensure that OHS responsibilities are appropriately defined and that managers and supervisors receive the training and resources they need to carry out their OHS responsibilities competently.

All managers and supervisors have a duty to provide and maintain, as far as practicable, a working and learning environment and conditions that are safe and without risk to health.

Planning

To ensure that the Department's OHS obligations are met, the Director-General/Managing Director and delegated senior officers will:

- integrate OHS and injury management into the organisation's management systems with the aim of preventing or minimising workplace risks
- develop a strategic OHS plan and performance measures to achieve the aims of this policy, and regularly monitor OHS and injury management practices and improve them wherever possible
- develop appropriate strategies for ensuring that facilities and any plant hired, purchased or provided to the agency meet all relevant standards
- review and develop policies in relation to other goods and services purchased or provided to schools, colleges and other workplaces, which could affect occupational health and safety
- provide the resources, training, information, instruction and levels of supervision needed to achieve the policy's objectives
- employ competent and skilled persons who have the training and experience to assist the Department in meeting its OHS policy obligations
- consult with employees to enable them to contribute to the making of decisions affecting their health, safety and welfare at work.

Implementation

To meet these objectives, the Director-General/Managing Director will have systems in place and will delegate responsibilities to senior officers to:

- ensure that all workplaces managed or controlled by the agency are equipped and maintained to provide for all employees' health and safety while they are at work
- ensure that all workplaces managed or controlled by the agency have appropriate consultation mechanisms in place
- identify all current and foreseeable workplace hazards (including the potential for workplace violence or aggression), assess the risks associated with them and develop strategies to eliminate or control the risks

- maintain an appropriate workplace incident and injury reporting system that will provide the organisation and individual workplaces with information to help prevent incidents and work related injury or illness in the future

- encourage employees to report to their principal or manager any suspected workplace hazard, work related injury or illness affecting themselves or others, at the earliest opportunity without prejudice to any employee

- conduct investigations into all accidents and incidents that may expose a person to the risk of injury or illness, or result in injury or illness

- provide for the prompt management of injured staff and for their safe and timely return to work

- ensure that all contractors understand the safety standards expected of them and meet these standards when carrying out their work

- ensure that suppliers of equipment and substances understand and meet DET and TAFE NSW safety standards.

Employees

All employees while at work regardless of the position they hold, will:

- comply with their obligations under the OHS Act
- take reasonable care to ensure the health and safety of themselves, and others under their supervision at work, including students
- use all provided personal protective clothing or equipment (PPE) in accordance with directions, and report when any PPE requires repair, replacement or where risk assessment indicates the need for PPE to be provided by the employer
- co-operate with DET as far as necessary to enable compliance with any requirement under the OHS Act, including complying with any reasonable OHS instruction or direction given by a principal or workplace manager
- contribute to the agency meeting its OHS strategic plan and performance levels by complying with OHS procedures
- assist the DET in its OHS obligations by reporting and recording all incidents (including incidents of violence or bullying) and hazards that may cause injury or illness (including damage to facilities or plant requiring maintenance)
- participate in any training arranged to support the implementation of this policy
- engage with principals or workplace managers in consultation on any OHS issues or information
- co-operate in any return to work plan developed for injured staff.

Policy Review

This policy will be reviewed each year and at other times if any significant new information or legislative or organisational change warrants a change in this document.

Contact Person

The officers who have been given responsibility by the Director General/Managing Director for the implementation of the policy, and policy objectives, are the Senior Executive Service officers of the organisation and other senior officers with functional responsibilities for OHS.

For further information regarding this policy, enquiries can be directed to the OH&S Directorate or the Human Resources Support Team supporting your region or institute.

This policy applies from 1 January 2004.

Martin Bowles
Deputy Director General (Corporate Services)

For and on behalf of the NSW Department of Education and Training and NSW TAFE Commission.