

✓ This document sets out the OHS requirements and the DET commitment to ensure a safe and healthy working and learning environment.

### 1.Objectives - Policy statement

#### 1.1

The NSW Department of Education and Training (the Department) is committed to ensuring a safe and healthy working and learning environment for staff, students and visitors to schools, colleges and all other workplaces across the organisation, in accordance with its legislative obligations.

#### 1.2

The Department is also committed to injury management aimed at the early and safe return to work of injured staff, in accordance with its legislative obligations.

#### 1.3

The Department is committed to regular OHS consultation 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.

#### 1.4

The Department has a comprehensive range of strategies and programs available to staff to support their health, safety and wellbeing and the return to work of ill or injured staff, including ensuring training and instruction is provided to staff commensurate with their roles and responsibilities to enable them to comply with this policy.

#### 1.5

The Department has systems and procedures in place to ensure implementation of this policy.

### 2.Audience and applicability

#### 2.1

This policy applies to employees of the Department of Education and Training and TAFE NSW, students, visitors, volunteers and contractors while visiting or conducting business on departmental workplaces and while participating in authorised departmental activities outside of departmental workplaces.

### 3.Context

#### 3.1

The Department's OHS policy involves implementing occupational health and safety to ensure a safe and healthy working and learning environment for all.

#### 3.2

This policy is in accordance with 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.

#### 3.3

This policy is consistent with relevant departmental policy and procedures including the Department's Safety Values and Safety Management System.

Where relevant this policy should be read in conjunction with related Departmental policies including the following OHS policies: [Emergency Planning and Response](#) (Intranet only); [First Aid](#) (Intranet only); [Infection Control](#) (Intranet only); [OHS](#)

### 3.4

Consultation (Intranet only); OHS Risk Management (Intranet only); Prevention of Bullying in the Workplace (Intranet only); Safe Working and Learning (Intranet only) and Workplace Health and Injury Management (Intranet only). The OHS policy should also be read in conjunction with the following associated Departmental policies: Student Health in NSW Public Schools: A Summary and Consolidation of Policy; Excursions Policy and Guidelines for the Safe Conduct of Sport and Physical Activity.

### 3.5

This policy supersedes the Department's Occupational Health and Safety policy (DN/04/00055).

### 3.6

#### Document history and details

## 4. Responsibilities and delegations

### 4.1

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

### 4.2

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

### 4.3

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 risks to health.

### 4.4

Employees 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 and 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.
- cooperate with the Department as far as necessary to enable compliance with any requirement under the *OHS Act*, including with any reasonable instruction or direction given by a principal or workplace manager.
- contribute to the Department's meetings its OHS strategic plan and performance levels by complying with OHS procedures.
- assist the Department with 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 training arranged to support the implementation of this policy
- engage with principals or workplace managers in consultation on any OHS issues or information.
- cooperate in any return to work plan developed for injured staff.

## 5. Monitoring, evaluation and reporting requirements

### 5.1

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.

## 6. Contact

Manager, Occupational Health & Safety Strategic Policy and Programs, phone (02) 9266 8968.