



Macarthur Anglican School

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Key Work, Health and Safety Responsibilities of Staff

This document is intended to give prospective employees an understanding of the expectations of the School. Once employed, a regularly updated version of this document is made available on the Human Resources policy suite.

Work, Health and Safety Responsibilities of All Staff

Each member of staff is responsible for ensuring that his or her own work environment is conducive to good occupational health and safety by:

- Whilst at work, taking reasonable care for the health and safety of all people who may be affected by your acts or omissions
- Co-operating with the Headmaster, and his delegates to enable compliance with the provisions of the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 to ensure the health, safety and welfare of all people that may be affected by your actions whilst at work
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare of employees and others attending the workplace
- complying with occupational health and safety instructions and policies
- taking action to avoid, eliminate or minimise hazards
- reporting hazards to the relevant supervisor or manager
- making proper use of safety devices and personal protective equipment
- not wilfully placing at risk the health, safety or well-being of others at the workplace
- seeking information or advice where necessary, particularly before carrying out new or unfamiliar work
- wearing appropriate clothing and protective equipment for the work being done, including protective clothing and footwear where this is required
- consuming or storing food and drink only in those areas designated for this purpose
- being familiar with emergency and evacuation procedures and the location of and, if appropriately trained, the use of emergency equipment
- co-operating with directions from emergency wardens.

Enter to Learn, Go out to Serve