



# Macarthur Anglican School

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## Key Work, Health and Safety Responsibilities of Managers and Supervisors

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 Managers and Supervisors

While each member of staff is responsible for ensuring that his or her own work environment is conducive to good occupational health and safety, Managers and Supervisors have special responsibilities by ensuring that:

- Whilst at work, taking reasonable care for the health and safety of all people who may be affected by your acts or omissions
- provide a healthy and safe environment for the staff, students and visitors that they supervise and control
- ensure that risks are identified, assessed and controlled in consultation with the staff and students affected by the risks (eg undertake a risk assessment approval process)
- respond to inspection reports and other correspondence of the Work Health and Safety Committee and consider the Committees' recommendations
- deal with health and safety issues raised by staff, students or visitors
- ensure that planning for new equipment, new experiments, class activities, new student projects and activities, new work systems or new work environments includes a risk assessment of the hazards associated with it and the occupational health and safety implications
- ensure that appropriate occupational health and safety role models are provided for staff and students
- co-operate with the School's requirements for [prompt reporting](#) of workplace injuries and illnesses
- provide leadership and set a good example for staff and students in occupational health and safety matters
- consult with the staff and students to identify, assess and control WHS risks
- actively practise and develop responsible attitudes towards occupational health and safety matters in their staff and students
- arrange for staff and students to be instructed in safe and healthy working procedures, to be warned about particular hazards, and be told how to avoid, eliminate or minimise them
- ensure that good housekeeping standards are developed and maintained in the areas under their control
- co-operate with injury management and rehabilitation programs
- review reports of incidents and accidents to ensure appropriate measures are taken to prevent recurrence
- ensure that staff and students under their control use the safety devices and personal protective equipment provided in a correct manner

- tell the Head or their delegate of health and safety concerns that they have not been able to resolve after consultation with the staff and/or students and/or visitors they supervise.

### **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.