

Work Health and Safety Policy- Evidence of policy implementation guidelines Health and Safety Directorate



The following information is indicative of the types of evidence a school may include to demonstrate evidence of policy implementation monitoring.

How is the policy being implemented to meet student, staff and community needs in your school context?

Sample statement:

The school implements the NSW Department of Education's *Work Health and Safety Policy* through annual implementation of the *Work Health and Safety (WHS) Management Program*, utilising the *WHS Self-Assessment Tool* and *WHS Action Plan*. As outlined in the self-assessment tool and action plan, the school implements all key elements including WHS consultation, information instruction and training, student, contractor and visitor safety and procurement, maintenance and repairs. The school has consultation arrangements in place through [HSR/committee/ other, as appropriate].

Further information:

[Health and Safety Website](#)

[Work Health and Safety Management Self-Assessment Tool](#)

[Work Health and Safety Action Plan](#)

[Schools can access support in implementing the Work Health and Safety policy by contacting their WHS Consultant on 1800 811 523]

What is your evidence that the school has consistently observed and applied all policy requirements?

Sample statement:

The school completes the annual *WHS Management Program*, which is the process established by the Department of Education to ensure that there is a planned, systematic approach to health and safety at the school. This includes an annual self-assessment against the eleven elements of the program, and the development of an annual WHS action plan to support ongoing action and improvement to support a safety working and learning environment.

Further information:

It is recommended that schools attach a copy of their most recent annual *WHS Self-Assessment Tool* and *WHS Action Plan*, signed by your network director, as an overview of the action taken to implement health and safety policy at your school.

Work Health and Safety Policy



What processes are in place to review the school's implementation in relation to this policy?

Sample statement:

The school completes an annual WHS Action Plan, which includes identification of specific actions, timeframes and responsibilities. The school maintains appropriate records including the risk assessments undertaken, first aid treatment provided, chemical register and WHS training records.