



LAMBERT SCHOOL

Work Health & Safety Policy

Lambert School is committed to achieving the highest possible standards of work health and safety for its staff, students, contractors, and visitors. To achieve this, the school requires its staff, students, contractors and visitors to work in a co-operative and consultative manner. Lambert School acknowledges its responsibilities under the Tasmanian Work Health and Safety Act 2012 and associated regulations under the Work Health and Safety Regulations 2012. A healthy and safe working environment is vital to the successful functioning of our school. The maintenance of a safe working environment is a responsibility shared by all.

The School is committed to:

- Ensuring that appropriate standards of workplace safety are maintained at all times.
- Creating a team approach to health and safety issues.
- Identifying and assessing any risks to health and safety in our work practices, equipment and work environment in order to eliminate risk.
- Providing and maintaining all our equipment and tools in a safe condition.
- Providing and maintaining personal protective equipment.
- Providing training and instruction to ensure all our employees and WHS officers are competent and are able to carry out their work in a safe manner
- Consulting with employees on matters that may affect their health and safety.
- Continually monitoring and reviewing work practices, equipment and the work environment.
- Complying with relevant legislation and striving for best practice by following established Codes of Practice and standards such as Australian Standards.

Employees are responsible for:

- Carrying out their work in a safe and healthy manner.
- Following safe work procedures at all times.
- Complying with safety rules and any reasonable instructions from the School.
- Considering the safety of fellow staff members, students, contractors and visitors at all times.
- Reporting all incidents, injuries, near misses and hazards immediately.

Risk Management:

- Audits are completed and items requiring remediation addressed.
 - Fire Warden training is completed every 3 years.
 - Evacuation plans in place.
 - Risk assessments are available for staff, completed as needed and checked by our WHS Officer.
 - First Aid kits are checked regularly.
 - All staff to complete and update First Aid training when needed.
 - All students participate in a First Aid, Fire Safety & Dog Safety program.
 - Annual audits and maintenance of Fire extinguishers, smoke detectors, electrical testing & tagging.
- Lambert School is committed to continuous improvement of our health and safety management systems.

Risk Management and Planning

Lambert School manages work health and safety through a planned, systematic, and documented risk management framework aligned with its obligations under the Work Health and Safety Act 2012 (Tas) and associated Regulations.

Work health and safety risks are identified, assessed, and controlled through a combination of:

- scheduled audits and inspections;
- planned preventative maintenance activities;
- risk assessments conducted for work practices, facilities, equipment, and activities;
- incident, injury, hazard and near-miss reporting; and
- review of staff training and competency requirements.

These activities are coordinated through an annual Work Health and Safety Action Plan, which consolidates statutory obligations, inspection and maintenance requirements, training cycles, and review points across the school year. This is used as an active planning and monitoring tool, rather than a static schedule, and supports oversight and accountability at both operational and governance levels.

Findings from audits, inspections, incidents and reviews are documented, tracked, and used to inform corrective actions, updates to procedures, and future planning. This process supports continuous improvement and ensures that work health and safety obligations are managed proactively rather than reactively.

Work Health and Safety Governance and Oversight

The Lambert School Board retains ultimate responsibility for ensuring that the School meets its work health and safety obligations and that appropriate systems are in place to support compliance, monitoring, and continuous improvement.

The Board's governance role includes:

- ensuring that a structured Work Health and Safety framework is in place, including policies, procedures, and planning tools;
- receiving regular, summarised reports from the Principal on work health and safety matters, including incidents, hazards, audit outcomes, and emerging risks;
- reviewing Work Health and Safety data for trends, patterns, and systemic issues across the year, not solely in response to individual incidents; and
- ensuring that identified risks and recommendations result in documented actions, timeframes, and accountability.

The Principal is responsible for the operational management of work health and safety and for implementing the annual Work Health and Safety program. This includes ensuring that inspections, maintenance, training, and audits occur as scheduled, and that outcomes are recorded and reviewed.

Where a significant incident, risk, or non-compliance is identified, the Board is notified as soon as practicable. The Board, in consultation with the Principal and relevant advisors, considers whether changes are required to systems, infrastructure, resourcing, or policy settings.

The Board recognises that a low incidence of reported work health and safety events does not, in itself, indicate low risk. Accordingly, governance oversight focuses on planned assurance, monitoring, and review, rather than reliance on incident frequency alone.