Work Health and Safety Policy

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Current Version	Approved by the Board of Governors, 29 September 2025
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Threshold Standard	2.3
Responsible person/s	Operations Manager and Chief Executive Officer

1. Introduction

The Adelaide Central School of Art Inc. (**the School**) considers the health and safety of all staff, students, visitors and other members of the School's community are of utmost importance. The School is committed to creating a safe and healthy work environment for all.

2. Purpose

The School has developed this Policy document to promote and create a safe working environment for all. This Policy demonstrates the School's compliance with, and ongoing commitment to the *Work Health and Safety Act 2012* (SA) plus Work Health and Safety (Review Recommendations) Amendment Act 2024 and *Work Health and Safety Regulations 2012* (SA) and other relevant legislation and subordinate legislation.

3. Scope

This Policy applies to all activities and decisions of the School and all staff, students and members within the School community

4. Definitions

- **SDS** means Safety Data Sheets
- **PPE** means personal protective equipment.
- **School** means the Adelaide Central School of Art Inc.
- **WHS** means work health and safety

5. Policy

5.1 The School believes that the well-being and psychosocial safety of people at the School is a priority and must be considered during all work that is performed at the School.

5.2 Our employees, our students and the members of our School community are our most important asset. WHS is everyone's responsibility.

5.3 The School is committed, so far as reasonably practicable, to:

- achieve a safe and incident-free workplace;
- consider WHS in all planning and work activities;
- involve employees and students in the decision-making process through regular communication and consultation;

- develop the capacity and knowledge of employees, students and other persons to ensure that everyone identifies, reports and controls risks, incidents and near-misses in the workplace; and

- monitor, investigate and review the elimination or control of potential risks.

6. Responsibilities

6.1 The Chief Executive Officer (**CEO**) of the School has overall responsibility of the implementation of this Policy.

6.2 All staff, students and members of the School community are responsible to uphold this Policy and to ensure a safe and healthy work environment is created for all.

6.3 Procedures to be developed as advised by the CEO. Refer to the WHS procedures document.

6.4 Breach of this Policy or related procedures may result in disciplinary action being taken.

7. Consultation and Communication

7.1 The School promotes active participation of all workers in decisions relating to WHS.

7.2 The School will, so far as reasonably practicable, consult with staff, students and others to encourage involvement in WHS matters.

8. Risk Assessments

8.1 The School acknowledges that various hazards exist within its workplace.

8.2 The School implements a Risk Management System, as outlined in the *Work Health and Safety Procedures* that allows hazards to be eliminated, and where this is not possible, allows the risks associated with hazards to be minimised so far as reasonably practicable.

9. Hazard and Incident Reporting

9.1 The School acknowledges the important role of incident reporting and investigation. Having effective systems for reporting and investigating hazards and incidents is part of the School's Risk Management System. Details are outlined in the *Work Health and Safety Procedure.*

9.2 The School expects that all incidents (including near misses) and hazards, regardless of severity, are reported and investigated for the specific purpose of identifying the causes of the hazard or incident, and to allow for the implementation of corrective actions.

10. First Aid

10.1 The School will ensure adequate election, provision, and maintenance of first aid kits and other necessary equipment.

10.2 The School will ensure an adequate number of workers are trained to administer first aid and that they hold nationally recognised qualifications from a Registered Training Organisation.

11. Emergency Evacuation

11.1 The School recognises that there is the potential for different types of emergencies in the workplace.

11.2 The School aims to implement appropriate emergency procedures, training and will maintain all emergency response equipment to minimise the risks associated with emergencies that could potentially occur.

12. Hazardous Materials: Usage, Storage and Disposal

12.1 The School safely manage the risks associated with hazardous chemicals in the workplace.

13. Personal Electrical Equipment

13.1 The School acknowledges the importance in ensuring electrical equipment is safe for use at the workplace. The school will implement and maintain procedures for checking and taking faulty equipment out of service.

14. References for the policy and procedures

- Work Health and Safety Act 2012 (SA)
    - Work Health and Safety (Review Recommendations) Amendment Act 2024
- Work Health and Safety Regulations 2012 (SA)
- Implementing a Sun Smart policy in the workplace, The Cancer Council, South Australia.
- Firearms Act 2015 (SA)
- Firearms Regulations 2017 (SA)

14. Related documents

- WHS Procedures
- Student Project Risk Assessment form https://fs19.formsite.com/AdelCentSchArt/sbtd2rd8ka/index
- Incident report form https://fs19.formsite.com/AdelCentSchArt/u1os9ntvyc/index