



## Work Health and Safety Policy

The {insert school name} is committed to providing a safe and healthy workplace for its paid and unpaid staff and visitors. The {insert management body's name} believes that the health and safety of the canteen workers is vital to the successful management of the canteen. The {insert management body name} will therefore commit resources to comply with all the relevant Acts and Regulations to ensure that the workplace is safe.

### Responsibilities

Promoting and maintaining Work, Health and Safety (WHS) is the responsibility of any 'person conducting a business or undertaking' (PCBU) – this will be the relevant canteen management body, as well as the school itself. However, to achieve this it is important that everyone accepts responsibility for the health and well-being of everyone in the canteen workplace, including the workers (including volunteers) themselves.

### Specific Responsibilities

#### **Canteen Committee**

The Canteen Committee, made up of representatives from the school and parent body, will promote the concepts of WHS, hold the Canteen Manager/Supervisor accountable to their specific WHS responsibilities and support them in implementing practical measures to ensure that the work area they supervise is safe and without risks to health.

#### **Canteen Manager/Supervisor**

The Manager is responsible for taking all practical steps to identify and address any unsafe or unhealthy conditions or behaviour in the canteen. This includes ensuring that work organisation and systems are safe, as well as providing adequate supervision, information and training, so that staff are able to perform their duties safely.

#### **Canteen Workers – including paid staff and volunteers**

All canteen workers are responsible for taking reasonable care of their own health and safety, as well as the health and safety of others in the canteen. This includes cooperating fully with any directives of managers, and following any WHS policies aimed at managing a safe and healthy work environment. It also includes reporting any unsafe or unhealthy conditions and reporting accidents/incidents promptly.

Signature of Management Body Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_