

## 2.20 Yard Duty

Staff will be rostered for duty in various areas of the school, each term, by the Manager of Operations. The duty roster indicates the areas to be supervised by teachers. The importance of vigilant supervision cannot be overstressed. Staff on duty must be "out and about" as the prevention of undesirable behaviour is more important than catching culprits after they have done the act.

Staff on Yard Duty must wear the appropriate HIGH-VIS vest, and preferably carry a mobile phone. Please add **9376 2181** to your contacts list so assistance can be requested if required. Should you not have a vest, please contact the Human Resources Officer to organise one.

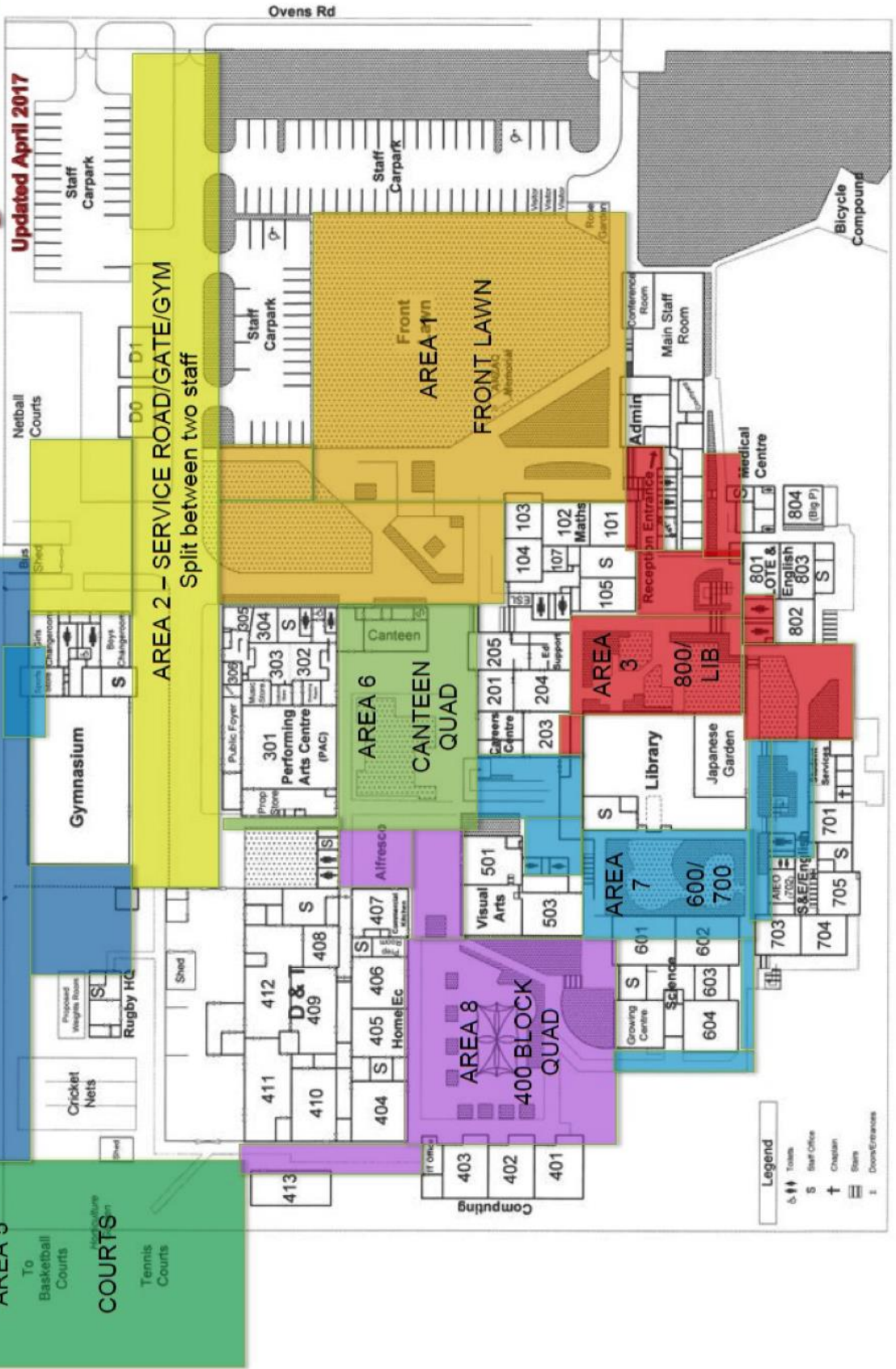
It is desirable for the efficient functioning of the school that staff consider themselves to be on duty at all times and not only when listed for duty, or between the change of periods. The "turning of a blind eye" helps create double standards and makes it difficult for those staff that are prepared to act when necessary.

Duty areas are indicated on diagrams posted in the staffroom and offices. If unable to perform a normal duty session because of some other activity etc. please inform the Human Resources Officer so that a substitute can be arranged.

### 2.20.1 Yard Duty Requirements

- ❖ Teachers owe students under their control and supervision a responsibility to take reasonable care for their safety under both the Education Act (1999) and common law. "Reasonable care" means that teachers must respond to all elements of foreseeable risk and take reasonable steps to ensure that students risk neither injury nor their health.
- ❖ It is the responsibility of each staff member to ensure their assigned duty is carried out in accordance with all school policies and requirements. If a staff member is unable to carry out an assigned duty as per the roster then it is their responsibility to arrange a suitable swap with a colleague. If you are absent from school for the whole day the duty will be covered.
- ❖ Ensure that you are mobile and vigilant at all times while you are on duty. **Also to increase your visibility to students and other staff please wear your orange vest.** Spares are available in the Manager Operations office.
- ❖ **Be punctual for your rostered duty sessions.** Do not leave early.
- ❖ Each toilet block in a staff member's duty area must be regularly checked while on duty. If any activities arouse suspicion from the opposite gender toilet, staff are requested to seek assistance from another staff member or administration. Staff must also be aware of and ensure vigilant supervision of any other area within their duty boundary for which there is an increased risk of unsafe behaviours.
- ❖ While each staff member's primary responsibility is to provide an adequate duty of care for all students while on duty, it is also requested that other school priorities (such as litter, dress code, pastoral care, etc.) are monitored and addressed.
- ❖ Every person on the Thornlie Senior High School site must be able to be identified as belonging to the site or be an accepted visitor on approved business. If any staff member has any concerns about unauthorised persons on school property they should immediately ask that person to report to the office and/or contact the school administration.
- ❖ *Remember:* any crisis situation can often be best managed by staying calm and reacting in a way that does not inflame the situation. Students will react to our signals.
- ❖ In an emergency all staff are directed to assist wherever possible to satisfy Duty of Care requirements. Initial staff arriving should attend to the crisis; remaining staff should manage students by quickly and efficiently moving them away from area of concern.
- ❖ If a fight between students is observed you have a Duty of Care to intervene. The moment you sense there may be a violent incident send a teacher or student to a member of the administration team. (In an emergency, make contact with reception who will coordinate an appropriate response.) You must attempt to stop the fight, using authoritative verbal direction. If, in your own judgement, it is safe for you to do so, you may use reasonable force to restrain a student. You must attempt to provide for the safety of other children in the vicinity using appropriate verbal instruction.

# Thornlie SHS Duty Areas



## 2.21 Register of Bus Drivers

Both Buses	Rosa Only (smaller bus)
Paul Beecham	Rebecca Millar
Jeremy Binder	
Sean Brennan	
Maurits Bruns	
Rod Chapman	
David DeMeo	
Rod Firth	
Glen Henly	
James Lamont	
Megan Mathieson	
Dave Norcliffe	
Gary Roberts	

If you have a bus licence and are not on the above list, please advise the Manager of Operations.

## 2.22 Occupational Health and Safety

### Functions of the Occupational Health and Safety Committee

These functions include:

- enable and encourage consultation and cooperation between the employer and the employees
- assist to initiate, develop and implement safety and health measures
- keep informed about safety and health standards in similar workplaces
- make recommendations on safety and health rules, programs, measures and procedures at the workplace
- check that information on hazards is kept where it is readily accessible
- consider and make recommendations about changes that may affect the safety and health of employees
- consider matters referred to it by safety and health representatives.

A Safety and Health Committee can also perform other functions prescribed in the Occupational Safety and Health Regulations 1996 or other tasks as requested by the employer.

The committee may also deal with local policy development, monitoring programs, emergency procedures, training and supervision, trends in accident and illness reports, and resolution of safety and health issues.

For further information on establishing OSH committees, refer to the [WorkSafe WA](#)<sup>1</sup> Guidance Note "Formal Consultative Processes at the Workplace".

### Functions of Safety and Health Representatives

Under the *Occupational Safety and Health Act 1984 WA* ('the Act'), safety and health representatives do not have 'duties' that must be complied with, in the same way that employers and employees have duties. Representatives have 'functions', which are summarised below:

- Inspect the workplace or any part of it; at times agreed to by the Principal/ Line Manager
- Where the workplace has not been inspected in the last 30 days, inspect the workplace at any time upon giving the employer reasonable notice
- Investigate accidents, dangerous incidents and risks of imminent and serious injury or harm to the health of people in the workplace

- Keep informed on safety and health information provided by the employer and by WorkSafe and other government or private bodies as necessary
- Report hazards that people may be exposed to in the workplace
- Where there is a safety and health committee, refer matters for consideration
- Consult and co-operate with employers regarding all safety and health matters
- Liaise with employees regarding safety and health matters in the workplace

A safety and health representative has the powers that are necessary for carrying out these functions under the Act.

A representative may be asked to accompany an Inspector whilst they are in the workplace. A safety and health representative incurs no civil liability from performing (or failing to perform) their functions under the Act.

Site managers (principals and line managers) should meet with elected safety and health representatives to discuss their functions and the duties of the employer to arrange for training and to provide assistance and access to facilities so the safety and health representative can carry out their functions.

OSH legislation does not prescribe the amount of time needed for a safety and health representative to carry out their functions. The amount of time required may depend, for example, on the numbers of persons at a workplace, size of the workplace, the nature of the work and the exposure to hazards. The time required for the safety and health representative to carry out their functions should be discussed and agreed to with the site manager.

For more information refer to WorkSafe's *Guidance Note: Formal Consultative Process at the Workplace (2006)*.