WHS DOCUMENTS & TEMPLATES

DOC-SCH-SECT · Schools WHS Pack

Product Overview

For: Independent and Catholic schools: principals, business managers, WHS coordinators, heads of faculty and health and safety representatives

Version 1.0 · 15 November 2026

WHS documents built for schools: a risk register filled in with the sector's common hazards and typical controls, a school site inspection checklist, and five practical procedures for the risks that hurt school staff.

The Excel risk register starts with 19 hazards common in schools, from aggression by students and parents, excursions and camps to science chemicals, workshops, grounds, contractors, asbestos and workload, each with the controls schools typically have. You keep the controls you have, add your own, and rate each risk for your school on the 5x5 matrix.

The five procedures cover occupational violence from students and parents, with a debrief; excursions and camps, with a staff risk assessment; science preparation room chemicals; design and technology workshops; and grounds, playground and maintenance contractor safety, with a contractor sign-in record. The school site inspection checklist covers grounds, classrooms, laboratories, workshops, contractors, security and emergencies.

The pack covers worker safety under the WHS laws. It works alongside your state or territory's requirements for registered non-government schools, the child safe standards that apply in your state or territory, and the policies of your school system or governing body, and does not replace or certify against them: a short guide explains how the two fit together.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

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How to Use This Pack

How to set up, adapt and keep the documents for independent and Catholic schools

1 What this pack is for

This pack gives a school the core WHS documents for the risks that most often hurt its staff: a risk register, a school site inspection checklist and five procedures. They are written for schools, but each one needs adapting to your campus, buildings, students and staff.

The documents support controls; they are not the controls. The guard, the fume cupboard, the call for help and the fenced work area are. Use the documents to decide what controls you need, check they are in place, and train staff in them.

2 How to use it

Step	What to do
1	Read How WHS Sits Alongside Your Sector Standards, so everyone knows what the pack does and does not cover.
2	Work through the risk register with teachers, support staff, laboratory technicians, design and technology staff, grounds staff and your health and safety representatives. Delete rows that do not apply and add your own.
3	For each hazard, keep the typical controls you have, delete those you do not, and rate the risk from the controls actually in place.
4	Add further controls for any High or Extreme risk, with an owner and a date.
5	Adapt the five procedures: names, rooms, equipment, contacts and the way staff call for help. Fill in every placeholder.
6	Approve the procedures, train staff in them at induction and staff meetings, and include relief teachers.
7	Inspect the site with the checklist each term or on the schedule you set, and track the actions.
8	Review the register and procedures after incidents and changes, and at least each year.

Make it work, not just exist

- Ask relief teachers and new staff how they would call for help in a classroom: it is often the weak link.
- Rate the science preparation room and workshop risks with the technicians, who do the work most.
- Walk the site with the facilities manager during a contractor job, not only before it.

3 Who does what

Who	What they do
Principal and governing body	Approve the documents, resource the controls, and decide on High and Extreme risks
Business or facilities manager	Leads contractor, grounds and building controls, and keeps the registers
Staff and HSRs	Say how the work is really done, help rate the risks, and report what does not work
WHS coordinator	Keeps the register, runs inspections, and tracks actions to close

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School Site Inspection Checklist

A regular check that the school site is safe for staff and its controls are working

Campus or area		**Inspected by**	
Date and time		**HSR or staff member present**	
Areas inspected		**Previous inspection (date)**	

How to use it

- Inspect on the schedule you set, and after a change, an incident or a complaint. Take a health and safety representative or a worker with you.
- Look at each item working, not at its paperwork. Mark it Pass, Not met or N/A, and write what you saw.
- For every Not met, write the action, an owner and a date. Items marked ★ protect against serious harm: a Not met on one of them is fixed or made safe before work goes on.
- Delete the items that do not apply to this workplace, and add your own in the spaces at the end of each section.
- Tell the people who work in the area what you found and what will change.

Stop

If you find something that could seriously hurt someone now, stop the work or keep people away, make it safe, and tell the manager straight away. Do not wait for the end of the inspection.

1 Grounds, playgrounds and paths

Item	Pass	Not met	N/A	What you saw; action, owner and date
Paths, steps and playground surfaces even and free of trip hazards	☐	☐	☐	
Play equipment free of obvious damage; repairs reported and done	☐	☐	☐	
Shade over yard duty areas; drinking water available	☐	☐	☐	
Grounds equipment and chemicals locked away	☐	☐	☐	
	☐	☐	☐	

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Occupational Violence from Students and Parents Procedure

Preventing and responding to violence and aggression from students and parents, and supporting staff afterwards

School or site		**Procedure owner**	
Approved by and date		**Next review**	

1 Purpose and scope

School staff can face aggression from students and from parents and carers, in classrooms, the yard, the front office, by phone and online. This procedure sets out how the school prevents harm to staff, how staff respond, and how they are supported afterwards.

It covers physical and verbal aggression towards staff from students, parents, carers and visitors, on site, on excursions and online. Student wellbeing, behaviour support, discipline and child protection are covered by the school's own policies; this procedure is about staff safety.

2 Who does what

Who	What they do
Principal	Makes sure risks of aggression are assessed and controlled, decides on restrictions for parents, and supports staff
Leadership team and year level leaders	Share student risk information with the staff who need it, and lead the response to incidents
Teachers and support staff	Know the plans for their students, use the agreed approaches, call for help, and report every incident
Health and safety representative	Is consulted on the risks and controls, and on follow-up

3 Controls to have in place

Most effective first. Tick what is in place here, and for each No, record the action in the risk register.

Control	What it looks like in practice	In place here?
Know the student	Behaviour and support plans, with known triggers and strategies, shared with every staff member who teaches or supervises the student, including relief teachers.	☐ Yes ☐ No
Plan for known risks	A risk assessment for any student with a history of aggression, with the controls the staff need.	☐ Yes ☐ No
Call for help	A phone, radio or duress system in every classroom and at the front office; staff know who responds.	☐ Yes ☐ No
Room set-up	A clear way out for staff; objects that could be thrown kept to a minimum where a risk is known.	☐ Yes ☐ No

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How WHS Sits Alongside Your Sector Standards

Worker safety under the WHS laws, alongside your state or territory's requirements for registered non-government schools, the child safe standards that apply in your state or territory, and the policies of your school system or governing body

1 Two sets of duties, one workplace

A school works under two sets of duties at once. The WHS laws (in Victoria, the OHS laws) protect the health and safety of teachers, support staff, contractors and volunteers, and of students and anyone else at the school. School registration requirements, the child safe standards and the policies of your school system or governing body set what students and families can expect.

The two often deal with the same moment: an aggressive student, a camp, a science practical, a contractor on site. This guide explains how the pack fits alongside your school's other obligations.

Framework	What it is about
The WHS laws (OHS laws in Victoria)	The health and safety of staff, contractors, volunteers, students and others at the school. Regulated by the WHS regulator in each state and territory.

The rest of this page, and the rest of this document, are in the full product.

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Schools WHS Pack

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. WHS documents built for schools: a risk register filled in with the sector's common hazards and typical controls, a school site inspection checklist, and five practical procedures for the risks that hurt school staff.

What the full product contains

- **Schools WHS Risk Register (Excel): 19 common hazards with typical controls filled in, your own ratings on the 5x5 matrix, further controls, owners and dates**
  02_RISK_REGISTER/Schools WHS Risk Register.xlsx
- **School Site Inspection Checklist: 31 checks in 8 sections, critical items marked, other hazards, summary, actions and sign-off**
  03_INSPECTION/School Site Inspection Checklist.docx and .pdf
- **Occupational violence from students and parents: prevention, response, debrief and support**
  04_PROCEDURES/Occupational Violence from Students and Parents Procedure.docx and .pdf
- **Excursions and camps: planning, providers, staffing and rest, with a staff risk assessment form**
  04_PROCEDURES/Excursions and Camps Risk Assessment Procedure.docx and .pdf
- **Science preparation room chemicals: register, storage, fume cupboard, spills and disposal**
  04_PROCEDURES/Science Preparation Room Chemical Safety Procedure.docx and .pdf
- **Design and technology workshops: guarding, isolation, dust, noise and staff competence**
  04_PROCEDURES/Design and Technology Workshop Safety Procedure.docx and .pdf
- **Grounds, playground and maintenance contractor safety, with a contractor sign-in and induction record**
  04_PROCEDURES/Grounds, Playground and Contractor Safety Procedure.docx and .pdf
- **How WHS Sits Alongside Your Sector Standards: how the pack covers worker safety under the WHS laws and works alongside your state or territory's requirements for registered non-government schools, the child safe standards that apply in your state or territory, and the policies of your school system or governing body**
  01_START_HERE/How WHS Sits Alongside Your Sector Standards.pdf
- **How to Use This Pack: setting up and adapting the pack, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Pack.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

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