



WHS Policy

PURPOSE

The purpose of this policy is to establish guidelines for Workplace Health and Safety. This policy recognises that the health and safety of all staff, students and guests within the organisation and is the responsibility of senior management and Committee.

SCOPE

This policy shall apply to all areas of the organisation.

REFERENCE

The term staff includes all employees, tutors, sub-contractors, volunteers.
The term students includes all those people who are attending classes or programs including potential students making an enquiry.
The term guests includes any person on the College premises for any legal reason.

POLICY

The Committee and Senior Management, with all staff and students share the responsibility to provide a healthy and safe environment within which we all can conduct the organisations' business.

Senior Management will implement measures necessary to ensure the learning undertaken or services provided within our facilities are safe without risks to health.

Typically this can include:

- a) providing and maintaining safe office areas, classrooms, machinery and systems
- b) making and monitoring arrangements for the safe use of machinery, equipment and substances
- c) providing adequate facilities to protect the welfare of all staff and students
- d) providing information, training and supervision for staff and students enabling them to participate in a safe and healthy manner

Duty of Care

All employees must take care to ensure that their own and the health and safety of others is not affected by anything occurring or not occurring in the workplace. Due care must be exercised at all times.

The Executive Officer is responsible for the implementation and monitoring of this policy. The health and safety duties and procedures for training must be followed. In fulfilling the objectives of this policy, senior management will consult with staff to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

Workers Compensation

The organisation's Workers Compensation cover will always remain in force. An appropriate insurance cover will be maintained for voluntary workers. A copy of the rehabilitation program will be publically available to all staff, including tutors, in accordance with the Workcover Small Business Rehabilitation Program to ensure all staff are given the support required to return to work as soon as possible.



DUTIES

Recognising the hazards occurring in our organisation, we will take every practicable step to provide and maintain a safe and healthy work environment for all staff and students.

MANAGEMENT

- a) is responsible for the effective implementation of the organisations health and safety policy.
- b) must ensure that the agreed procedures for regular consultation between management and those with designated health and safety responsibilities are followed.
- c) must make regular assessments of health and safety performance and resources in cooperation with those with designated health and safety functions.
- d) must ensure that all specific policies operating within this organisation - fire and explosion, purchasing, dangerous goods, noise, training, first aid and systems of work - are periodically revised and consistent with the health and safety objectives.
- e) must provide information, training and supervision for all students in the correct use of machinery, equipment and substances used throughout the organisation.
- f) must be informed of incidents and accidents occurring on the organisations premises to staff or students so that health and safety performance can accurately be gauged.
- g) The College organisation will ensure all employees and volunteers have access to first aid equipment within the workplace in accordance with the Workcover Act.
- h) The College will supply personal alarms to Program Coordinators and Admin support staff which can be quickly activated to signal a need for assistance and warn off any unwanted approaches. It is mandatory that staff keep this alarm at close proximity on a lanyard, clipped to a belt or other readily accessible location.

Staff and Students

- a) have a duty to take the care, of which they are capable, with their own health and safety and of others affected by their actions at the organisation.
- b) must comply with the safety procedures and directions agreed between management and staff with nominated health and safety functions.
- c) must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of staff and students.
- d) must, in accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to their immediate staff manager or health and safety representative.
- e) Incident Report forms are to be kept at all offices and all incidents/accidents must be recorded as soon as practicable with time, date, location and description of the incident/accident and a copy returned to the EO.

Students and trainers must wear clothing appropriate to the circumstances within the training program. When required personal protective clothing must be used by all students and staff



In general

1. Footwear

Thongs or open toed sandals are NOT acceptable. Advice should be sought from a Tutor/Coordinator as to most appropriate footwear.

2. Jewellery Rings and bracelets can be very dangerous if working with or near machinery.

3. Shirts must be buttoned up at all times and tucked in when there is a danger of catching in moving machinery.

4. Hair Long hair must be tied back or in a hair net (at the discretion of the Tutor/Coordinator).

Setting up your workstation

Because no two people are created the same, it is important that you check your workstation to ensure that the place where you work every day is set up correctly for you and that you are using your computer in a way that does not cause injury or strain on any part of your body.

Equally as important, once your workstation is comfortably adjusted, remember to use good posture, move around, take short breaks and stretch regularly. The same principles apply if you are working from home.

The following provide some guidelines to help you set up your workstation.

Good work practices at a workstation

- Keep frequently used items (e.g. telephone, books and stationery) close at hand so that you can reach these items without stretching.
- Good posture, maintaining the natural curves of the body, is essential. When at your workstation, maintain a natural and relaxed position, which provides you with opportunity for movement, and from which you can comfortably assume a number of alternative positions
- A micro break should last between 5-20 seconds. You should be taking a micro break at least every 10 minutes.
- Break up long periods of continuous computer use by performing small tasks/errands.
- Use a document holder if working from hard copy documents regularly. Position the document holder between the keyboard and screen to avoid neck bending/twisting.
- If you are using a telephone for more than 20% of the time, use a headset. Avoid "necking" the telephone if using a handset.

Reporting Safety Issues

In accordance with everyone's duty of care to students, staff, the general public and themselves it is expected hazards will be reported promptly.

An immediate judgment must be made about withdrawing the staff and students from the area to ensure their safety, determine if the class is cancelled for that session or relocating to another venue.

The Executive Officer must be informed as soon as possible with a written report to follow. The venue or equipment owner will be informed verbally, and if appropriate, in writing about the situation.



It is expected a Venue Safety Checklist will have been completed to identify potential hazards. It will be necessary to again complete a Venue Checklist once the immediate safety issue has been resolved and students and staff are allowed to use the venue.

WHS issues are to be included in Program Coordinator Reports to Management Committee meetings.

This policy will be regularly reviewed in the light of legislation and organisational changes. Management seeks cooperation from all staff and students in realising our health and safety objectives and creating a safe work environment. All staff will be advised of agreed WHS changes and arrangements for their implementation.

Associated documents

Staff Induction

Insurance policies

Incident/injury report forms

Venue Checklist

Site Facilities equipment checklist for Trainees

Working from home checklist

Student excursion form