

## **Work Health and Safety Policy and Procedures in Compliance with the Work Health and Safety Act 2011 No. 10**

### **Object:**

- (1) The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by:
  - (a) protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant;
  - (b) providing for fair and effective workplace representation, consultation, co-operative and issue resolution in relation to work health and safety;
  - (c) encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment;
  - (d) promoting the provision of advice, information, education and training in relation to work health and safety;
  - (e) securing compliance with this Act through effective and appropriate compliance and enforcement measures;
  - (f) ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this Act;
  - (g) providing a framework for continuous improvement and progressively higher standards of work health and safety;
  - (h) maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in jurisdiction.
  
- (2) In furthering subsection (1) (a), regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from hazards and risks arising from work or from specified types of substances or plant as is reasonably practicable.

The College will provide healthy and safe workplaces by taking all practicable actions to identify, evaluate and control those factors in the study and workplace which have the potential to cause injury or ill health.

Teachers and staff are responsible for participating in the creation and maintenance of a healthy and safe working and studying environment.

To achieve these goals, management will work closely with employees in implementing the following practices:

- provide training and re-training for all employees to ensure that tasks can be performed effectively and safely
- regularly review plant and working areas to ensure that they are maintained in a safe condition and without risks to health; regularly review jobs and systems of work to ensure that they are safe and without risks to health

### **Science Laboratory:**

1. Teachers must explain safety issues to students
  2. All chemicals and detergents must be labelled (with 'Chemical Codes' in case of chemicals)
  3. Lock-down system must be provided for the supply of gas and electricity in the Science Laboratory
  4. Maintain sufficient ventilation
  5. Always wear safety glasses
  6. Keep clean and tidy
  7. To display on the wall how to handle a chemical spill.
  8. Do not touch hazardous material without protection.
- provide information on, and safe work practices for, the transport, storage, use, and disposal of hazardous substances
  - monitor the exposures of people to noise, dusts, chemicals, and other agents and take all practicable measures to reduce exposures to such agents

- provide and maintain appropriate personal protective equipment and ensure that it is properly fitted and worn when needed
- record and investigate all accidents, incidents and injuries to identify causal factors and establish corrective actions.
- ensure prompt and skilled first aid is available on site for the immediate care of injuries and ill health
- observe the occupational rehabilitation policy and guidelines
- observe all requirements of the Work Health and Safety Act 2011 No. 10, and standards and codes of practice
- ensure prompt action is taken to eliminate any unsafe or unhealthy conditions or behaviour
- ensure all staff cooperate with this policy and program

## **Commitment**

The College is committed to protecting the health, safety and wellbeing of all our employees. The College will consult with all employees in implementing safe practices and work systems. Employee involvement is critical for ensuring a safe workplace.

An OHS Representative has been elected to enable effective consultation to occur and to promote health and safety in the workplace.

## **OHS Representative**

The OHS Representative has been elected by the College for a one year term in accordance with the procedures agreed between the College and their employees, and are eligible for re-election. The OHS Representative is: Joseph Wong (Head of VET).

The OHS Representative is responsible for raising specific health and safety issues that arise in relation to employees in their workgroup. The workgroup is all employees who work for the College.

All employees have a collective and individual responsibility for workplace safety. If unable to resolve issues by themselves, staff should raise any hazards or health and safety concerns with the Principal or CEO so the issue can be properly addressed. Issues not resolved by the Principal or CEO should be raised with the OHS Representative.

The OHS Representative will coordinate workplace safety inspections once every term and review incident investigations and risk management with the College Executive.

### **How employees will be consulted about OHS**

When an OHS issue is raised the OHS Representative will consult relevant members of their workgroup.

The Principal will respond to OHS issues raised by the OHS Representative within a reasonable period of time, obtaining advice and assistance from appropriate regional and state office staff.

The OHS Representative will feed back to their workgroups the outcomes of any consultation. Consultation and communication will be via noticeboard flyers, with fortnightly staff meetings used for discussion. The OHS consultation arrangements will be publicised among existing and new employees. The Principal will be responsible for maintaining appropriate records.

Consultation on OHS matters is also to occur as part of daily work activities within stage teams, between staff and with the Principal or Accountant in particular when planning and implementing new work systems and practices.

### **Establishment of consultation arrangements**

A presentation on OHS consultation arrangements was given to staff during a fortnightly staff meeting. At subsequent meetings staff members discussed the types of consultation arrangements and decided on the establishment of an OHS Representative as appropriate for the College.

### **Review of consultation arrangements**

It has been agreed by the College that these OHS consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with all employees is effective and that all safety issues are being addressed.

Signed: .....Principal

Date: .....