

WORK HEALTH AND SAFETY POLICY AND PROCEDURE

PURPOSE

The purpose of this policy is to demonstrate Central Coast Community College's (the College's) commitment to achieve Zero Harm of all employees, students, contractors and visitors to promote the safety, health and welfare of all employees, students and visitors and the prevention of workplace injury and illness.

APPLICATION OF THE POLICY

This policy applies to staff, students, contractors, volunteers, Board Directors and visitors who all must:

- take reasonable care of their own health and safety at the College;
- take reasonable care that their conduct does not adversely affect the health and safety of others at the College; and
- comply with any reasonable instructions given by the College and Campus

Board Directors are officers under the Work Health and Safety Act 2011 and must also:

- develop and periodically review the WHS Policy
- ensure adequate resources, facilities and information are allocated to enable the College to meet its WHS responsibilities; and
- ensure that a WHS Management Plan is implemented and reviewed through audits and workplace inspections

The **CEO** must also:

- assist in developing and periodically reviewing the WHS Policy
- implement the WHS Policy and the WHS Management Plan including information, resources and systems to adequately manage emergency response
- undertake risk management activities to identify, assess and control risks in the working environment, including regular review of changes to work methods and practices
- review the policy and plan in consultation with all stakeholders
- provide adequate health and safety information, training, instruction and supervision to staff, students and others including visitors
- represent or assign an appropriate delegate to attend meetings of any Campus Work Health and Safety Committee

- oversee investigation of all incidents and matters raised by staff, volunteers, students, contractors and visitors
- inform the Board of significant WHS hazards, incidents, reports and observations; and
- assess and control identified hazards in consultation with stakeholders

Managers with direct reports must also:

- ensure the WHS Management Plan is complied with in their area of control; and
- ensure incidents, near misses and identified hazards are reported in accordance with the WHS Management Plan

Administration Staff must also:

- report all incidents, near misses and identified risks in accordance with the WHS Management Plan; and
- participate in consultation with Management regarding health and safety issues

Trainers must also:

- inform students of WHS matters including:
 - emergency and evacuation procedures
 - ensuring there is a Personal Emergency Evacuation Plan (PEEP) for individuals where required; and
 - any special safety arrangements relating to the particular course being presented
- maintain accurate Class Rolls to support effective evacuation; and
- ensure incidents, near misses and identified risks are reported in accordance with the WHS Management Plan

At external venues, trainers must also:

- conduct a venue inspection to identify any risks and/or safety hazards and complete activities to minimise the risks and/or eliminate the hazards
- inform the College of all incidents that occur which affect health and safety at the workplace or training venue
- take reasonable care of others at the workplace/training venue and cooperate with the College in ensuring health and safety.

Subcontractors must also:

- follow the provisions of the Campus and College's WHS Policy and Plan
- identify and eliminate or minimise risks to health and safety related to the work they are performing for the College; and
- report any identified risks in accordance with the WHS Management Plan

Students and visitors must also:

- participate in Campus-wide and College safety programs where required
- comply with the WHS Management Plan

- use all equipment safely; and
- promptly report injuries, incidents and unsafe conditions

DEFINITIONS

Board – means the elected body that governs the affairs of the College

Director – means a person elected to the College’s Board

Duty of care – means to do everything reasonably practicable to protect others from harm

Confidential information – means information which is of a private, personal or intimate nature and which should not be disclosed to others without proper and specific authority from the client, or unless there is a legal duty to disclose

Conflict of Interest – means a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest

Individual – a volunteer, staff member, student or Director

Manager – a person who directly manages or oversees the activities and performance of staff or volunteers

Staff – means paid employees of the College

Student – means any person for whom the College provides an educational experience

Volunteer – means a person who donates their time to further the aims and objectives of the College

Terminology	Definition
Person Conducting a Business or Undertaking (PCBU)	<p>A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader.</p> <ul style="list-style-type: none"> • PCBUs must, so far as is reasonably practicable, ensure the health and safety of workers and other people like visitors and volunteers • PCBUs must also have meaningful and open consultation about work health and safety with workers, health and safety representatives, and health and safety committees

	<ul style="list-style-type: none"> • PCBUs must also consult, cooperate and coordinate with other PCBUs with who they share duties • PCBUs have a primary duty of care to ensure workers and others are not exposed to a risk to their health and safety and must also ensure that the health and safety of others is not put at risk from work done as part of the business
Officer	<p>A person is an Officer under the WHS Act if they make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or who has the capacity to affect significantly the corporation's financial standing.</p> <p>It is an officer's duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS Act. Members of the Board and senior management are usually Officers under the WHS Act.</p>
Workers	<p>Previously known as employees, the term worker includes office based employees, trainers, instructors, support workers, Directors, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers</p>
Health and Safety Representative (HSR)	<p>A worker elected by members of their work group to represent them in health and safety matters</p>
Other persons	<p>Includes any visitors or students</p>

POLICY STATEMENT

The College will develop, implement and maintain an effective WHS Management Plan which will include:

- establishing a consultative framework for all workers, volunteers, students, contractors and management to have input into matters relating to their work, health and safety
- recognising that stakeholder input and participation will improve decision making about health and safety matters; and
- providing all stakeholders with an open opportunity to express their views on WHS matters through team meetings and College representation on the Campus Work Health and Safety Committee, which will discuss concerns, identify hazards and find practical solutions to WHS matters, and advise the relevant stakeholders of the outcomes of their issues raised

PROCEDURES

The Board of Directors and Management, in conjunction with all stakeholders, commits to:

- consulting and conducting on-going assessments of the risks and hazards of the College's working environments, and to remedy any deficiencies within its control in a timely manner
- providing specific WHS training for workers involved on College sites, and especially the Campus Work Health and Safety Committee members, to increase overall WHS awareness
- complying with all relevant legislative requirements, to reflect our commitment to on-going health and safety at the College
- seeking continuous improvement in WHS performance through rigorous examination of all activities, practices and incidents
- providing appropriate WHS information to all stakeholders on the College's Policy and Procedures; and
- providing safe systems of work, facilities and environment in consultation with the Campus Work Health and Safety Committee to protect the welfare of all stakeholders

MEETING LEGISLATIVE REQUIREMENTS

The *Work Health and Safety Act 2011* requires that employers have a consultation arrangement in place to implement its duty to consult on health and safety issues in the workplace.

Consulting with Workers

To facilitate consultation with its workforce and other stakeholders the College has:

- a work health and safety standing agenda item at regular team meetings as a central form of consultation with workers
- elected a representative from its workforce to attend and participate in any Campus Work Health and Safety Committees
- committed to consulting at an individual level with workers when proposed changes directly affect their work, health and safety

Through these mechanisms, the College will consult when:

- identifying hazards and assessing risks from the work carried out or to be carried out
- making decisions about ways to eliminate or minimise those risks
- making decisions about the adequacy of facilities for the welfare of workers
- proposing changes that may affect the health and safety of our workers
- making decisions about procedures for:
 - consulting with workers
 - resolving health or safety issues
 - monitoring health of workers
 - monitoring the conditions at the workplace; and
 - providing information and training for workers

To identify the best practical solutions that improve work health and safety, when consulting with workers, the College will:

- share relevant work health and safety information with workers

- give workers a reasonable opportunity to express their views and to raise health or safety issues
- give workers a reasonable opportunity to contribute to the decision-making process relating to health and safety matters
- take the views of workers into account; and
- advise workers of the outcome of any consultation in a timely manner.

Consulting with Other Stakeholders

The College acknowledges that if more than one person has a duty in relation to the same matter, each of those persons must consult, cooperate and coordinate activities with each another, so far as is reasonably practicable. Each duty holder can influence work health and safety in relation to the activity and therefore must share information and cooperate with each other to ensure that each person can meet their health and safety duties effectively without gaps or inconsistencies.

For example, the College has identified the following persons/organisations as having a duty in relation to the same matter:

- independent contractors carrying out work at the College, such as teaching, maintenance, installing new equipment etc
- schools, community centres, etc providing access to their premises for College activities
- landlords or managing agents of premises in which College activities are held
- owners of businesses where College students are engaged in work experience placements; and
- each of the business operators involved in the supply and logistics chain regarding the timing and process for the delivery of goods

When consulting with other stakeholders who share a duty for work health and safety, the College will need to consider:

- what each will be doing, how, when and where and what plant or substances may be used
- who has control or influence over aspects of the work or the environment in which the work is being undertaken
- ways in which the activities of each duty holder may affect the work environment
- ways in which the activities of each duty holder may affect what others do
- identifying the workers that are or will be involved in the activity and who else may be affected by the activity
- what procedures or arrangements may be in place for the consultation and representation of workers, and for issue resolution
- what information may be needed by another duty holder for health and safety purposes
- what each knows about the hazards and risks associated with their activity
- whether the activities of others may introduce or increase hazards or risks
- what each will be providing for health and safety, particularly for controlling risks; and

- what further consultation or communication may be required to monitor health and safety or to identify any changes in the work or environment

Resources

The College will provide adequate resources to fulfil the aims of this consultation statement.

Training

The College will provide specific work health and safety inductions and training for everyone involved in our workplace to improve awareness of work health and safety.

RELATED DOCUMENTS

WHS Management Plan

WHS Checklist for Trainers and Instructors

Induction checklist for new workers

WHS induction for Contractors and Visitors

Venue Checklist

WHS Training Register

Hazard/Incident/Injury Report Form

WHS Risk Assessment Matrix

Excursion Risk Assessment Form

WHS Hazard Inspection Procedure

First Aid Policy and Procedure

Risk Management Policy and Procedure

Staff Recruitment Policy and Procedure

Return to Work Policy and Procedure