

Work Health and Safety Policy and Procedure

Title: Work Health and Safety (WHS) Policy and Procedure
Author: General Manager
Approved by: Morling College Board
Date: November 2014
Review date: November 2017

Policy

Morling College (MC) is committed to the provision of a safe and healthy work environment for all its staff, students and visitors.

MC has an obligation to comply with relevant legislation, in particular, the *Work Health and Safety Act 2011*, and the *Work Health and Safety Regulation 2011*. In addition work at MC complies with the relevant *WorkCover Codes of Practice*.

Work health and safety (WH&S) is the responsibility of all staff, students of and visitors to MC, consequently all people in MC have a duty of care to ensure the safety of themselves and others.

The Board fulfils its duty of care in controlling the MC premises through its policies and review of procedures and incidents at meetings. The Principal and General Manager have delegated responsibility and accountability for occupational health and safety matters (as detailed in staff responsibilities below).

MC supports consultation regarding WH&S with staff, students and other stakeholders. Staff and student input is encouraged into the decision making processes regarding WH&S matters.

Principles and procedure

MC will promote a proactive approach to health and safety.

MC will achieve this by:

- risk management processes which are conducted by the Board and executive leadership;
- structures and processes to ensure effective WH&S consultation. This includes communicating this policy and procedures and giving an opportunity for responses. Responses will be communicated to the Board and addressed by the relevant staff with delegated authority;
- delegation of occupational health and safety responsibilities and accountabilities to appropriate staff;
- modelling of good occupational health and safety practice at all levels.

Staff responsibilities

Principal

The Principal has ultimate responsibility for occupational health and safety management. This includes a commitment to safety, ensuring that staff are able to meet their obligations through the allocation of appropriate resources, such as the provision of safety equipment, safe systems of work, information, instruction, training and supervision, as well as the functioning of the WH&S committee.

The Principal is also responsible to ensure that relevant safety standards and procedures are implemented, maintained, adhered to and reviewed.

The General Manager

The GM is MC's designated WH&S Safety Officer.

The GM has an obligation to ensure that the MC work environment is safe and without risk to health by ensuring that:

- substances are used properly and plant/equipment is in safe working order and is maintained to a high standard;
- information, induction and on-the-job safety training is provided and that safe working procedures are understood and observed;
- staff follow instructions and do not put others at risk; and
- consultation with staff occurs, to identify any unsafe or unhealthy conditions or behaviour.

Staff

- All staff are to be aware of MC's policies relating to health and safety;
- Staff are required to comply with MC's health and safety policies, procedures and instructions to ensure their own health and safety and the health and safety of others at MC;
- Staff are also required to take corrective action to eliminate hazards at the workplace, or report those beyond their control to the GM;
- Staff are responsible to:
 - report to the GM any situation which they have reason to believe could present a risk;
 - report any accident or injury to health which arises on MC property or as a result of an MC activity;
 - use equipment appropriately and not interfere with or misuse anything provided for their safety;
 - cooperate with management by following instructions and wearing protective clothing or equipment if it is provided and they have been instructed in its use; and
 - ensure that they do not hinder the provision of assistance to an injured worker.

Contractors and sub-contractors

All contractors and sub-contractors engaged to perform work on MC's properties will, as part of their contract, comply with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011* and any MC specified health and safety policies and procedures.



Where MC engages contractors, any formal contract must include the requirement that the contractor's employees are provided with site-specific safety information and that workers observe directions from the principal contractor.

Students

All members of the MC community have a duty to care for their personal welfare and the welfare of others. To meet this commitment students are to follow instructions and safe working procedures at all times, as well as to take all reasonable care to prevent personal injury or injury to others. Students are to report to MC staff any incidents and dangerous occurrences which affect or are likely to affect their safety or the safety of others.

Visitors

All persons have WH&S responsibilities and a duty of care to others. MC expects visitors to exercise reasonable care while on MC property or using MC plant or equipment.

WH&S Committee

MC's WH&S Committee will be the consultation mechanism through which MC will consider broader health and safety issues.

MC's WH&S committee is to be comprised of:

- The GM
- The Bursar (responsible for onsite accommodation)
- One representative from the teaching staff
- One representative from the administration staff
- One representative from the library staff
- One representative from the property/maintenance staff
- One representative from the kitchen staff
- The designated First Aid Officer (may be one of the above staff members)

The WH&S Committee will meet at least once every 3 months to discuss WH&S issues and will report to the Morling Board on stakeholder feedback, compliance, failures or incidents relating to WH&S. MC will ensure that arrangements have been made for first aid, evacuation in the event of an emergency and disaster response including emergency communications.

Reporting incidents in the workplace

- All staff are required to report incidents or dangerous occurrences to the GM.
- Any staff member who is informed by a student or visitor of such an incident should advise them to report to the GM.
- An *Incident Report Form* should be completed within 24 hours of the event occurring

Workers Compensation/Rehabilitation

- Where an incident has resulted in a compensable injury, the injured worker/s must report the injury/ies to their supervisor as soon as practicable.
- Workers claiming Workers Compensation must complete a WorkCover *Workers Compensation*



Form and obtain a *WorkCover Medical Certificate* from their medical practitioner.

- The Principal or General Manager have a duty to notify NSW WorkCover of certain events at the workplace including any injury to a person (supported by a medical certificate) that results in the person being unfit for work for a continuous period of seven days.
- MC will take proactive measures to devise a suitable *Return to Work Plan*, and facilitate the early return to work of injured staff members.

Storage and handling of dangerous substances

- Flammable or toxic substances need to be logged, securely stored and safely handled.