

# WHS POLICY AND PROCEDURE

**Policy Code: WHS-008**

**Version: 1.0**

**Effective Date: 2<sup>nd</sup> April 2018**

## OBJECTIVE

A.C.O.A.E. RTO strives, through a process of continuous improvement to fully integrate health and safety into all facets of its operations and activities.

A.C.O.A.E. RTO promotes a proactive health and safety management philosophy based on effective communication and consultation, the systematic identification, assessment and control of hazards and the encouragement of continuous improvement and innovation.

A.C.O.A.E. RTO has in place policies and procedures to ensure that staff, students, visitors and guests are provided with a safe environment in accordance with the Work Health and Safety Act (2011).

## REQUIREMENT

*Standards for RTOs 2015*

This policy applies to all employees, students and contractors. On entering the workplace of A.C.O.A.E. RTO, visitors, clients and customers will be required to comply with this policy.

## RESPONSIBLE PARTIES

Members of Management are held accountable for their performance in managing Work Health and Safety in areas under their control.

It is A.C.O.A.E. RTO's policy in the allocation of resources that a high priority should be given to items with significant WHS implications.

WHS issues must be included in the meeting agendas at regular intervals and agenda items tabled in meeting minutes.

While the College Manager has the final responsibility for the WHS of staff at A.C.O.A.E. RTO, all managers are responsible for planning, implementing and maintaining WHS standards and practices in all areas and activities under their control.

## POLICY & PROCEDURES

All staff are responsible for enacting this policy and it is their responsibility to safeguard the welfare of, and to provide a healthy and safe environment for, their fellow staff members, students, visitors and contractors and to ensure that the standards and practices adopted are in conformity with statutory requirements and the provisions of A.C.O.A.E. RTO's policy.

### Expressly to:

- Lead by example in relation to work health and safety standards and awareness.
- Facilitate requests by staff to elect Work Health and Safety representatives and / or form a Work Health and Safety committee with appropriately qualified staff (ensure that the staff attend appropriate training).
- Familiarize themselves with the Work Health and Safety Act, 2011 and in particular with those sections relating to employer responsibilities and the powers and rights of health and safety representatives.
- Appoint appropriately trained emergency personnel.
- Address or delegate action to address health and safety issues raised by health and safety representatives.
- Consult with the relevant health and safety representatives, where practicable, on all changes which may affect the work health and safety of staff, students, visitors or contractors.
- Ensure that work health and safety appears on the agenda of departmental or equivalent meetings at regular intervals, at a frequency consistent with the number of hazards and degree of risk.
- Arrange for work health and safety rules to be developed, documented and issued to all staff and where appropriate, student, visitors and contractors.
- Ensure that all staff, students, visitors and contractors receive a safety induction that

includes information pertaining to emergency response procedures and personnel.

- Ensure that all staff, students, visitors and contractors receive pertinent information, instruction and training necessary for them to perform work safely and with the hazards to which they are exposed.
- Ensure that contractors are appropriately licensed and qualified to carry out the duties they are engaged to perform.
- Ensure that adequate emergency equipment is provided and properly maintained, that regular training in the use of the equipment is carried out and that at least two emergency evacuation exercises per annum take place.
- Ensure that the work health and safety implications of all new work and building alterations are fully assessed at the planning stage.
- Ensure that the health and safety implications of new equipment and new materials are fully assessed prior to purchase.
- Ensure that adequate financial provisions are made for work health and safety equipment and materials and the maintenance of work health and safety standards.
- Ensure that hazard identification and risk assessment procedures are developed, documented and maintained for the use, handling, storage, transport and disposal of equipment, materials and substances, and that appropriate risk controls are implemented and maintained.
- Ensure that the facilities and equipment provided are safe and suitable for the types of work to be carried out and that healthy and safe work methods are developed and adopted.
- Ensure that records are maintained in relation to all of the above.
- Indicate safety compliance as part of staff performance appraisal.
- Completed random department WHS audits at least quarterly.
- Complete full site WHS audits annually or earlier.

Managers have a particular responsibility for ensuring that the work for which they are responsible is carried out in ways which safeguard the work health and safety of staff, students in their charge and contractors that they are responsible

#### **MANAGERS MUST:**

- Actively practice and develop in their staff proper attitudes towards work health and safety matters
- Control the risks associated with the work that they supervise using a documented risk management process.
- Ensure that safe work practices are developed and maintained at all times.
- Arrange for their staff to be instructed in safe and healthy work procedures and ensure that they are fully informed about particular hazards, and to avoid, eliminate or minimize them.
- Ensure that good housekeeping standards are developed and maintained in the areas under their control.
- Ensure that staff under their control use safety equipment provided when required and in a correct manner.
- Gain a knowledge of employer responsibilities and the powers and rights of health and safety representatives under the Work Health and Safety Act 2011, through attendance at an WHS training course or by other means; and
- Indicate safety compliance as part of staff performance appraisal.

#### **AUSTRALASIAN COLLEGE OF ADVANCED EDUCATION RTO STAFF WHO ENGAGE OR MANAGE CONTRACTORS**

The WHS Act states that independent contractors and their employees are to be regarded as employees of the organization engaging the independent contractor in terms of responsibility for work health and safety. A.C.O.A.E. RTO staff who engage or manage contractors are therefore responsible for the health and safety of the contractor and the contractor's employees, in relation to all matters over which A.C.O.A.E. RTO controls.

## AUSTRALASIAN COLLEGE OF ADVANCED EDUCATION RTO STAFF THAT ENGAGE OR MANAGE CONTRACTORS MUST THEREFORE ENSURE THAT:

- Contractors and their employees receive a site specific safety induction which includes A.C.O.A.E. RTO's emergency response and incident reporting procedures and information on site specific hazards.
- The equipment and material used by contractors is safe and is used in a manner that does not pose a risk to the contractor(s) or to A.C.O.A.E. RTO staff, students and visitors.
- The contractors are not exposed to health and safety risks arising out of the activities of A.C.O.A.E. RTO.
- The contractors use appropriate personal protective equipment and safety equipment at all times.
- The contractors use safe work methods at all times.
- All contractors have statutory compensation and liability insurance.

## INDIVIDUALS

While responsibility for work health and safety at A.C.O.A.E. RTO is a prime function of all levels of management, each member of staff has an overriding moral and legal responsibility for ensuring that his or her own work environment is conducive to good work health and safety by:

- Taking action to avoid, eliminate or minimise hazards of which he or she is aware.
- Take reasonable care for own safety and safety of others.
- Complying with all work health and safety instructions, policies and procedures including departmental safety manuals.
- Report all identified hazards and accidents or near misses or other incidents to their manager.
- Making proper use of all safety devices and personal protective equipment.
- Complying with the instructions given by emergency response personnel such as emergency wardens and first aiders.
- Not wilfully placing at risk the health and safety of any person at the workplace.
- Seeking information or advice where necessary

before carrying out new or unfamiliar work.

- Maintaining dress standards appropriate for the work being done.
- Appropriate protective clothing and footwear must be worn at all times.
- Consuming or storing food and drink in only those areas designated.
- Being familiar with emergency and evacuation procedures and the location of, and if appropriately trained, in the use of, emergency equipment.

## SAFETY OFFICERS

Management is responsible for appointing a suitable safety officer for the areas under their control. The safety officer is deemed to be the employer's representative (as required by the WHS Act) at the local level.

Safety Officers should be free to devote as much time as necessary to work health and safety matters. All staff should have direct access to their safety officer.

The main role of a safety officer is to act as a local point for all work health and safety matters arising at the particular location. Carrying out the role involves:

1. Identifying hazards and making recommendations to eliminate or reduce risks associated with those hazards.
2. Providing advice on local work health and safety matters and obtaining advice on areas outside their expertise from WHS or other sources.
3. Bringing to the attention of work health and safety hazards associated with their work.
4. Monitoring health and safety standards and compliance with WHS rules, policies and procedures.
5. Bringing to the attention of Management unresolved work health and safety matters.
6. Investigating and reporting on all incidents, injuries and work health problems and notifying WHS of incidents and hazards in line with reporting requirements.
7. Assisting with the promotion of work health and safety awareness.

All accidents or near occurrences must be reported. An Incident Report Form must be completed and submitted to the College Manager in the case of an injury or near miss occurring. Any staff member of A.C.O.A.E. RTO or student can fill this form.