

POLICY AND PROCEDURE FOR WORK HEALTH AND SAFETY

PURPOSE

The purpose of this policy is to ensure that Central Coast Community College and its related entities (the College) provide a safe and healthy environment for all stakeholders who access our premises and programs. Stakeholders include:

- persons employed by us in paid and voluntary capacities;
- students attending courses;
- contractors performing works for the College;
- other organisations with whom the College shares duties (such as landlords and suppliers); and
- persons visiting the College.

APPLICATION OF THE POLICY

This policy outlines key personnel and their roles and responsibilities in relation to Work Health and Safety:

Everyone:

- take reasonable care of 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 of Directors - The Board of Directors is an officer under the Work Health and Safety Act 2011

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

Chief Executive Officer - The Chief Executive Officer is the PCBU under the Work Health and Safety Act 2011

- 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 System 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 appropriate delegate to attend all meetings of the Campus Work Health and Safety Committee;
- oversee investigation of all incidents and matters raised by employees, volunteers, students, contractors and visitors;

- inform the Board of significant WHS hazards, incidents, reports and observations as defined in Part 3 of the Work Health & Safety Act 2011; and
- assess and control identified hazards in consultation with stakeholders.

Managers with direct reports - Managers are officers under the Work Health and Safety Act 2011

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

Administrative and Support Staff - Administrative and Support Staff are workers under the Work Health and Safety Act 2011

- reporting all incidents, near misses and identified risks in accordance with the WHS Management Plan; and
- participating in consultation with Management regarding Health and Safety issues.

Trainers and Instructors - Trainers and Instructors (employed and independent contractors) are workers under the Work Health and Safety Act 2011

- 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.

Subcontractors - Subcontractors are workers under the Work Health and Safety Act 2011

- follow the provisions of the Campus and College's WHS Policy and system;
- 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 are responsible for:

- participating in Campus-wide and College safety programs where required;
- complying with the WHS management plan;
- using all equipment safely; and
- promptly reporting injuries, incidents and unsafe conditions.

DEFINITIONS

Board – means the elected body that controls and manages the affairs of the College.

Director – means a person elected by the College's members to the 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 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)	<ul style="list-style-type: none"> • A PCBU has the primary duty of care to ensure, so far as is reasonably practicable: • the health and safety of its workers while they are at work, and • that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU. • The CEO is the PCBU.
Officer	<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. The Members of the Board for will usually be Officers under;</p> <ul style="list-style-type: none"> • the WHS Act. • Managers and Board of Directors may be an Officer under the WHS Act <p>Note: A person is an Officer under the WHS Act only 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". Whether a person is an Officer or not under the WHS Act will depend on the facts of the particular situation.</p>
Workers	<p>Previously known as 'employee'.</p> <p>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>

OBJECTIVES

The College will meet and aim to exceed applicable legal, social and other requirements related to Work Health and Safety (WHS).

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.

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

- a. consult and have on-going assessment of the risks and hazards of the College's working environments, and to remedy any deficiencies within its control in a timely manner;
- b. provide specific WHS training for workers involved on College sites, and especially the Campus Work Health and Safety Committee members, to increase overall WHS awareness;
- c. comply with all relevant legislative requirements, to reflect our commitment to on-going health and safety at the College;
- d. seek continuous improvement in WHS performance through rigorous examination of all activities, practices and incidents;
- e. provide appropriate WHS information to all stakeholders on the College's Policy and Procedures, including the public display of this Policy; and
- f. provide safe systems of work, facilities and environment in consultation with the Campus Work Health and Safety Committee to protect the welfare of stall stakeholders.

PROCEDURES

Guidance for Trainers and Assessors: External Venues

The College is committed to ensuring the health, safety and welfare of trainers, instructors, learners and volunteers at all worksites and training venues and are bound by the requirements of the *Workplace Health and Safety Act 2011*. Employees are responsible under the Act for the following:

- Informing the employer of all accidents that occur which may affect health and safety at the workplace or training venue.
- Conducting a venue inspection when working at a location other than Ourimbah.
- Taking reasonable care of others at the workplace/training venue and cooperating with the employer in ensuring health and safety.
- Ensuring the workplace/training venue is not misused or interfered with.

- Cooperating with the employer or any other person to meet a requirement made for health and safety under the Act.

WORK HEALTH AND SAFETY CONSULTATION STATEMENT

INTRODUCTION

Effective consultation is a key part of Central Coast Community College's (the College) WHS management Plan (WHSMP). The aim of the overall system is to have a proactive approach to WHS, which facilitates implementation of new strategies, risk management and continuous improvement. All parties in the system, through all levels, must understand their WHS roles and responsibilities and should also understand how to fulfil those responsibilities on a practical, day-to-day level.

The College WHSMS includes:

1. Policy
2. Planning
3. Implementation
4. Measurement and Evaluation
5. Review

Practical application of the system requires consultation on:

- 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; and
- 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.

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 the Ourimbah Campus Work Health and Safety Committee;

- 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; and
- 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.

The College recognises that consultation does not require consensus or agreement, but it does entitle workers to contribute to any health and safety decisions the College makes.

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 have an effect on 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 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 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 with regard to 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.

REVIEW

In order to ensure that the College's consultation arrangements continue to be effective and applicable to the College, the consultation statement will be reviewed every five years by the Board of Directors in consultation with the workers.

Conditions which might warrant a review of the consultation statement on a more frequent basis would include:

- legislative change; and
- changes to workforce.

VARIATIONS

The College reserves the right to vary, replace or terminate this policy from time to time.

RELATED DOCUMENTS:

WHS Management Plan which includes the following;

- *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*
- *Policy and Procedure for Emergency Management*
- *Policy and Procedure for First Aid*
- *Policy and Procedure for Risk Management*
- *Policy and Procedure for Employee Recruitment*
- *Policy and Procedure for Return to Work*

