



Heights College

Work Health and Safety Policy

Our Commitment – Heights College is committed to ensuring the health, safety and wellbeing of workers, students, and other users of the College facilities, as far as reasonably practicable. The College acknowledges its responsibilities under the *Work Health and Safety Act 2011* and other relevant legislation, and strives towards continually improving in the area of Health and Safety.

Scope – This policy applies to students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at the College and covers information relating to the health and safety of *workers* while at work.

Our Goal – To support this policy, Heights College will:

- Provide effective Work Health and Safety management systems that enables health and safety management to be an integral part of the way we do business;
- Comply with all applicable health and safety laws, regulations, codes of practice and standards, as necessary;
- Provide information, training and supervision in health and safety matters to all workers, and where it is foreseeable, also to volunteers, visitors, students and contractors who may be affected by College activities, in respect to their health and safety;
- Ensure all levels of management demonstrate commitment to and are accountable for health and safety;
- Allocate adequate budget and resources to ensure the proper implementation of this policy;
- Encourage consultation and participation with all employees on health and safety policies, procedures and practices and if requested, establish specific consultative arrangements with Health and Safety Representatives and/or Health and Safety Committees;
- Implement risk management systems to identify, assess, monitor and control workplace risks and hazards;
- Develop and maintain a workplace incident and hazard reporting system and encourage workers to report, at the earliest opportunity, workplace hazards and/or work related incidents, injuries or illnesses;
- Conduct investigations for serious incidents and provide recommendations and corrective actions to prevent reoccurrence of similar incidents; and
- Review this policy statement and health and safety procedures as and when necessary

Responsibilities

Heights College (PCBU) has an obligation to ensure, so far as is reasonably practicable, the health and safety of workers and others while at work. Heights College will:

- provide and maintain a work environment without risks to health and safety, as far as reasonably practicable;
- provide and maintain safe plant and structures;
- provide and maintain safe systems of work;
- ensure the safe use, handling and storage of plant, structures and substances;
- provide and ensure access to adequate facilities;
- provide information, training, instruction and supervision in regards to health and safety; and
- monitor the conditions of the workplace for the purpose of preventing illness or injury.

The Heights College **Executive Team** (Officers) have an obligation to exercise due diligence to ensure the College is compliant with work health and safety legislation. The Officers will take reasonable steps to:

- acquire and keep up-to-date knowledge of work health and safety matters;
- identify hazards and risks associated with the operations at the College;
- ensure availability and use of appropriate resources to minimise risk, as far as reasonably practicable;
- ensure the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- monitor the effectiveness of work health and safety processes and practices.

All **workers, students and other users** shall take reasonable care for health and safety of themselves and those under their supervision, and take reasonable care that their acts or omissions do not adversely affect the health and safety of others, and comply with any reasonable instructions from managers in relation to health and safety.

Workers shall comply with the requirements of this policy, that aim to protect their health and safety at work, and;

- report incidents, near misses and hazards and meet their obligations in regards to rehabilitation and return to work procedures
- partake in risk management activities
- participate in Work Health and Safety training and initiatives and contribute to consultation in relation to health and safety

Definitions

PCBU the Person Conducting a Business or Undertaking (Heights College)

A *Worker* is any person who carries out work in any capacity for the College. This includes:

- an employee
- a contractor or subcontractor
- an employee of a contractor or subcontractor
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking
- an outworker
- an apprentice or trainee
- a student gaining work experience
- a volunteer

For the purposes of this policy, work means a place where work is carried out for the College and includes any place where a worker goes, or is likely to be, while at work. This includes, but is not limited to, the Carlton Street Campus of the College, the location of any official College excursion, the location of any work experience activity, or any place where a worker goes or is likely to be, while at work.

Relevant Legislation & Related Documents

This Policy is to be read in conjunction with the Heights College Statement of Faith as stated in the Heights College Constitution.

Work Health and Safety Act 2011

Work Health and Safety and Other Legislation Amendment Act 2014

Work Health and Safety Regulation 2011

Electrical Safety Regulation 2013

Building Fire Safety Regulation 2008

Transport Operations (Passenger Transport) Act 1994

Food Act 2006

How to manage work health and safety risks – Code of Practice 2011

Heights College Work Health and Safety Procedures

The Headmaster is responsible for the implementation of this Policy.

Signature

Mr Darren Lawson
College Headmaster

Date approved	11 August 2020
Approval authority	Heights College Board
Date for next review	August 2021
Documents superseded by this Policy or Procedure	None
Distributed to	Teacher Kiosk, Heights College Website

Revisions/Modifications			
Version	Date	Summary of changes	Reviewed by
2	August 2018	Approval and Revisions/Modifications boxes added	Business Manager
3	27 February 2020	Brackets added to Heights College in PCBU definition	Board Governance Sub-Committee
4	11 August 2020	Additional clause added under Relevant Legislation and Related Documents	College Board