

Work Health & Safety Policy

POLICY STATEMENT

Bishop DrUITt College is committed to the work health and safety (WHS) and welfare of all its students and workers (including employees, contractors and visitors). Bishop DrUITt College regards its WHS responsibilities with the utmost importance and, as such, resources are made available to comply with all relevant Acts and Regulations to ensure the work is safe and to minimise risk to health.

PRINCIPLES

All Bishop DrUITt College's workers, (including managers, employees, contractors, volunteers and visitors) have a shared responsibility for contributing to the health and safety of themselves and others. The promotion and maintenance of health and safety issues and the dissemination of WHS related information is primarily the responsibility of management. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and continually reviewing Bishop DrUITt College's WHS program.

OBJECTIVES

This policy provides the framework for:

- The development of safe methods of work
- The achievement of a safe working environment
- The promotion of good health within the workplace
- Reducing the number and severity of injuries in the workplace
- Complying with all relevant Acts, Regulations, standards and codes of practice.

STRATEGIES

Risk Management:

Bishop DrUITt College has established a documented WHS program and a risk management system with procedures for identifying, assessing and controlling workplace hazards. This risk management system has been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000.

Consultation:

A WHS committee with health and safety representatives for each work area have been appointed to provide an effective consultative mechanism. Workers are able to provide input into the WHS program through the WHS committee and their health and safety representatives. Management, or the delegated project officer, will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfill their WHS responsibilities.

RESPONSIBILITIES

Bishop DrUITt College Council Members & Officers:

Each Bishop DrUITt College Council member or officer is required to ensure that this policy and the WHS program are developed and effectively implemented in areas under their control, and to support supervisors and hold them accountable for their specific responsibilities.

Principal:

The Principal is responsible, and will be accountable for, taking all practical measures to ensure that the work under their control is safe and without risks to health, and that the behavior of all persons in the workplace is safe and without risks to health.

The Principal will be held accountable for ensuring that any unsafe or unhealthy conditions or behaviour they become aware of is rectified. In the event the Principal does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to the Bishop DrUITt College Council with the necessary authority to effect a remedy.



Management (the supervisor and / or line manager):

Management staff members are responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- ensuring that, where a health and safety matter is raised, they take reasonable action to solve it within their scope of ability and delegation, and where this is not possible it is escalated for action.

Employees:

Each worker has an obligation to:

- cooperate with the WHS program to ensure their own health and safety and the health and safety of others in the workplace
- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear and correctly use personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents, incidents and near misses on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

Volunteers, Contractors, Sub-Contractors and Visitors:

All volunteers, visitors, contractors and sub-contractors engaged to perform work on Bishop Drutt College's premises are required to comply with Bishop Drutt College's WHS program and to observe directions on health and safety from Bishop Drutt College staff. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract or exclusion from the premises.

WORK HEALTH AND SAFETY PROGRAM

Bishop Drutt College is committed to the effective implementation of its WHS program and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of WHS including, but not limited to:

- WHS training and education for all employees – general and hazard specific
- Work system and procedure design, work design and standard work methods
- Changes to work methods and practice
- Emergency procedures and drills
- Provision of WHS services, equipment and facilities
- Work inspections and safety plans
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to employees, contractors, sub-contractors and visitors.

RELATED POLICIES/PROCEDURES

- Injury Management and Return-to-Work Program
- Human Resources Programs and Training
- Recruitment and Selection Procedures
- Induction Procedures

EVALUATION

Bishop Drutt College is committed to the establishment of measurable objectives and targets for WHS to ensure continuous improvement aimed at the minimisation of work related illness and injury.

The effectiveness of Bishop Drutt College's WHS & risk management program will be measured by the:

- Effective identification of hazards
- Effective development and implementation of safety plans, and
- Decrease in lost time due to illness and injury, and a resulting reduction in premiums.

NEXT REVIEW DATE

15 June 2022

AUTHORISATION

Authorised by: Bishop Drutt College Council & Principal. Date: 23 June 2020