

 <p>St Martin's College</p>	<h2>WORKPLACE HEALTH & SAFETY</h2>
	<p>Date Approved by Board: 1st December 2006</p> <p>Updated: 13th June 2014</p>

Employee Health and Safety

The Workplace Health & Safety Act (June 2011), places statutory responsibility on the College to ensure the health, safety and welfare at work of all employees, residents and visitors.

The legislation surrounding WHS identifies the legal roles and responsibilities of employers and employees in relation to safety in the workplace. However, the College believes that satisfying the legal duty is not our sole aim. We aim to protect our employees, students, others and our assets. This is evident through policies and procedures and in the principle that all employees work together to accomplish continual improvement in WHS and risk management.

The basic elements of a management systems approach include:

1. Reporting mechanisms for incidents / accidents
2. A hazard control program
3. Health protection systems for employees, residents and others
4. Detailed procedures in the event of an emergency
5. A Return to Work program

All employees should receive training regarding these policies and procedures on orientation to the College. Failure to comply with these policies may lead to disciplinary procedures.

St Martin's College WHS Policy

St Martin's College is committed to providing a safe and healthy place in which to work, reside or visit. The Board and Management believe that the health, safety and welfare of its employees, residents and visitors is a vital part of our mission statement and we therefore commit ourselves to observing the relevant Workplace Health and Safety legislation and regulations. Further, all staff and students have a general responsibility in terms of the WHS Act 2011 to ensure a safe and healthy environment.

The Board and Head of College are responsible and accountable for:

1. The effective implementation of the WHS Policy.
2. Ensuring that the WHS Policy is continually updated.
3. Ensuring that a comprehensive risk management system is developed and adhered to.
4. Ensuring hazards are identified, assessed, controlled and reviewed.
5. Ensuring staff receive information, training and supervision to ensure work practices are safe and without risk to health.
6. Investigating all incidents and accidents and ensuring preventative measures are implemented and monitored.
7. Taking prompt remedial action to eliminate any unsafe or unhealthy conditions or behaviour.
8. Consulting with employees on WHS matters.



The Head of College is responsible and accountable for:

1. Arranging WHS inspections, rectifying deficiencies and maintaining records.
2. Training of staff in correct WHS procedures.
3. The development of new and improved procedures.
4. Annual updating of Site Emergency Plan
5. Liaising with CSU to ensure that fire equipment and alarms are regularly tested & monitored
6. Develop and Maintain Safe Work Practices (SWPs) for any employee tasks that have potential risks.

Employees are responsible and accountable for:

1. Cooperating with WHS Policy and Procedures.
2. Working in accordance with agreed safe work procedures.
3. Reporting all incidents and hazards.
4. Wear Personal Protective equipment as directed by employer.

As St Martin's College is situated on the grounds of Charles Sturt University, the Board sees that there will be a potential overlap between the policies and procedures developed by both organisations. The College, however, seeks to have its own comprehensive set of policies and will, where applicable, reference the University policies. Current editions of these policies can be accessed on the University website.

Obligations

St Martin's College in consultation with the relevant legislation notes the following responsibilities:

1. Employer

- a) The employer shall ensure the health, safety and welfare of all employees.
- b) This involves the employer providing:
 - Safe equipment
 - Safe systems of work
 - Personal Protective Equipment
 - Information
 - Instruction and training
 - Regular discussion with employees about safety matters
 - Supervision

2. Workers and other persons at the workplace.

- a) Are required to take care of the health and safety of themselves and others at work
- b) They are to cooperate with the employer on health and safety
- c) This involves the employee in:
 - Wearing personal protective equipment where provided
 - Not wilfully or recklessly interfering with workplace safety
 - Not placing other employees or other persons at risk in the workplace
 - Not wilfully injuring himself/herself
 - Identifying safety risks in person to the Head of College or using a Maintenance Notification slip
 - Attending training as offered and following safe work practices

3. Students

- a) Are required to attend all Fire drills and Emergency Evacuation drills if on site at the time of these exercises.
- b) Are required to ensure all personal electrical items are "Test Tagged".
- c) Are to advise the Head of College of any Safety issues by email, in person or using a Maintenance Notification slip
- d) Are required to follow the any direction given by any staff member (including Senior Students /RAs) with regards to removal of a safety risk/hazard.

