



## Occupational Health and Safety Policy

Harkaway Hills College is committed to the occupational health, safety (**OHS**) and welfare of all of its employees and students, those contracted to perform work on its behalf and visitors to our premises.

All of the College's managers and employees as well as contractors and visitors have a shared responsibility for contributing to the health and safety of everyone. The promotion and maintenance of health and safety issues and the dissemination of OHS related information is primarily the responsibility of management. As the school grows, management at all levels, in consultation with employees, has the responsibility for developing, implementing and continually reviewing the OHS program.

The objectives of Harkaway Hills College in developing its OHS program are to:

- develop safe methods of work;
- achieve a safe working environment;
- promote good health within the work force;
- minimise the possibility for and severity of injuries in the workplace; and
- comply with all relevant Acts, Regulations, Standards and Codes of Practice.

### **OHS program**

Harkaway Hills College is committed to the effective development and implementation of the OHS program and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of OHS, including but not limited to the following.

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

### **Training**

The Principal will ensure that employees receive OHS instruction relevant to their duties, to a level of competency sufficient to ensure their health and safety when at work and to comply with legislative requirements.

### **Consultation**

The Principal will consult regularly with all members of staff and personnel to ensure that all safety issues are being addressed (part of weekly Executive Committee Meeting).

Staff Meetings will be used to help the Principal manage OHS, to provide a forum for employees to share their view in relation to safety issues and to help ensure safety awareness is maintained throughout the school. When required, specific safety issues will be raised, incidents reviewed, and safe work method statements developed and evaluated.



### **Inspection of premises**

Each year, the Principal will conduct an inspection of the premises according to the accompanying procedure. He/she may delegate this inspection, but must review the inspection report and is responsible for taking any necessary action. Inspection reports and records of action taken must be retained and filed appropriately.

### **Evaluation**

Harkaway Hills College is committed to the establishment of measurable objectives and targets for OHS to ensure continuous improvement.

The effectiveness of the school's OHS program will be measured by the:

- effective identification of hazards;
- effective development and implementation of safety plans; and
- analysis of lost time due to illness and injury.

This policy and accompanying procedures will be reviewed every two years or in the event of any information, incident, injury, or illness that would demonstrate the need for a review, or resulting from any legislative or organisational change that would warrant a review.

### **Responsibilities**

#### **Principal**

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

The Principal will be held accountable for responding to any unsafe or unhealthy conditions or behaviour.

#### **Employees**

All employees are required to cooperate with the OHS program to ensure their own health and safety and the health and safety of others in the workplace.

All employees will carry out their work according to safe systems of work and use all plant, materials, tools and substances in the manner for which they are intended. Wherever possible, employees will be active in identifying possible hazards or dangerous situations, taking action to make the situation as safe as possible and reporting the situation to the Principal. Finally, employee responsibilities include participation in rehabilitation processes should an injury occur.

#### **Volunteers, Contractors, Sub-Contractors and Visitors**

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



### **Occupational Health and Safety Procedures**

Procedures are in place to manage the following all of Occupational Health and Safety at Harkaway Hills College:

See documents:

- Occupational Health and Safety Procedures
- Occupational Health and Safety Risk Register

Last reviewed: June 2020