POLICY HR 001

WORK HEALTH & SAFETY

St Albert's College

Version	2	Pages:	
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Responsible person	The Principal	Scheduled review date	03 May 2023
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1. INTRODUCTION AND PURPOSE

St Albert's College aspires to provide the highest level of protection possible to workers and others against harm to their health and safety in the workplace and is committed to maintaining a safe and healthy work environment for workers, residents and visitors by developing and maintaining Work Health and Safety Management Systems (WH&SMS) to meet, as a minimum, the legislative requirements.

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2. SCOPE

This document applies to all employees, volunteers, work experience students and trainees carrying out work St Albert's College ("workers"), contractors, college residents (residents) and visitors

It also outlines the roles and responsibilities of all parties to ensure a workplace where health and safety is considered in all decision making processes and all reasonable actions are taken to prevent injury and illness occurring.

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3. LEGISLATIVE FRAMEWORK

The legislative framework that underpins this policy includes:

- Work Health and Safety Act 2011 (NSW) (the Act) as amended or replaced; and
- Work Health and Safety Regulation 2011 (NSW) (the Regulation) as amended or replaced.

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4. WORK HEALTH AND SAFETY PROGRAM

In order to implement the WH&S Management System, a program of activities and procedures will be established and reviewed. The program will incorporate the following aspects of Work health and safety, but is not limited to:

- WH&S training and education;
- Work design, workplace design and safe work methods;
- Changes to work methods and practice; including those associated with technological change;
- Emergency procedures and drills;
- Provision of WH&S equipment, services and facilities;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses; and

- Provision of information to employees, volunteers, residents and contractors

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5. WH&S RESPONSIBILITIES

The health and safety of all persons in a workplace is a shared obligation and responsibility between St Albert's College, workers, contractors, residents and other persons (including other organisations with a shared duty). These responsibilities are outlined below:

5.1 PRINCIPAL

The Principal (under delegated responsibility from the Board of Directors) is responsible for providing resources, direction, leadership and liaison/consultation with all parties to ensure compliance with this policy.

5.2 MANAGERS & SUPERVISORS

Managers and Supervisors:

- Are responsible for the safety, health and working conditions of all employees and volunteers under their supervisions
- Are responsible for the implementation of the WH&SMS developed by St Albert's College and to ensure compliance with current WH&S legislation;
- Provide education and instruction in the correct use of all equipment and materials being used in the business.
- Are required to report work hazards as they are observed to the safety officer.

5.3 WORKERS

All workers are responsible for taking reasonable care to ensure that their acts and omissions are not harmful to the health and safety of themselves or others in the workplace.

Workers are expected to willingly co-operate in the implementation of the WH&SMS, with the objective of making St Albert's College a healthy and safe workplace – including but not limited to:

- familiarise themselves with all work health and safety policies and procedures provided by St Albert's College, to implement them to the best of their ability and to seek clarity from their manager or supervisor if any aspect is unclear.

- report to their manager or supervisor any unsafe equipment or work hazard that might pose a risk to work health and safety
- not misuse, damage or interfere with workplace equipment

5.4 CONTRACTORS

All contractors and sub-contractors, including tradespersons engaged to perform work for St Albert's College are required, where appropriate, as part of their contract, to comply with the WH&SMS established by St Albert's College and to observe directions on health and safety from designated officers of the organisation.

5.5 RESIDENTS

Residents are expected to willingly co-operate with the objective of making St Albert's College a healthy and safe place in which to live. including but not limited to:

- Are required to be aware of and practise safety to themselves and others in their living environment.
- Are required to observe and practise safe work methods.
- Will immediately report any hazard or unsafe work condition or equipment to management/supervisors.

5.6 OTHER PERSONS

Other persons e.g. visitors or clients, are responsible for taking reasonable care to ensure that their acts are not harmful to the health and safety of themselves or others. They must also comply with reasonable instruction given by St Albert's College (or its contractors) to maintain health and safety.

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6. FURTHER INFORMATION

Further information about this document can be sought from Mr Brendon Thomas on 5733 5200 or bthomas@stalberts.com.au

Michael Holland
Principal
St Albert's College

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WH&S Committee

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