

# WORK HEALTH AND SAFETY POLICY

## PREAMBLE

Under the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011* and associated legislation there is a responsibility for the College to ensure the health & safety of staff, students & visitors by eliminating risks to health and safety, so far as is reasonably practicable, and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable. The purpose of this Policy is to outline the guidelines and procedures to ensure the College's compliance with the Work Health and Safety (WHS) legislation.

This Policy applies to all College staff members, students and visitors.

## DEFINITIONS AND ACRONYMS

“**APC**” means Australian Pacific College.

“**College**” means Australian Pacific College, English Unlimited, APC Design School and Australian Pacific Travel and Tourism.

“**OHS**” means Occupational Health and Safety

“**PEO**” means Principal Executive Officer.

“**Policy**” means this Work Health and Safety Policy.

“**WHS**” means Work Health and Safety.

## 1. POLICY

- 1.1 The College is committed to ensuring the health, safety and welfare of its workers, students, visitors and any others who may be affected by the College's operations. All members of the APC Group of Companies are encouraged to regard accident prevention and work safety as a collective and individual responsibility.
- 1.2 The Principal Executive Officer has ultimate responsibility for the implementation and review of this Policy, and management of WHS systems. In this regard, the Committee of Management, as Managers, are responsible for day-to-day WHS within their areas of responsibility.

- 1.3 Recognising the potential hazards occurring in the College environment, the College will take every practicable step to ensure the health, safety and welfare of all staff, students & visitors. This Policy should be read in conjunction with the College’s Risk Assessment Policy.

## 2. WHS RISK MANAGEMENT

- 2.1 The College’s management of WHS involves identifying and assessing hazards and effectively controlling the associated risks.
- 2.2 Workers are required to ensure that WHS guidelines are effectively implemented in their designated areas of responsibility.
- 2.3 OHS/WHS must be a standing agenda item on all meetings.
- 2.4 Workers are expected to report all WHS concerns to [whs@apc.edu.au](mailto:whs@apc.edu.au) or to their supervisor for follow-up and appropriate (reasonably practicable) action to be taken.

## 3. WHS CONSULTATION

- 3.1 With employees, the purpose of consultation is to share relevant information about WHS with each other and to give them opportunity to express their views and to contribute to the resolution of work health and safety issues in the workplace. OHS/WHS is a standing agenda item on all staff meetings.
- 3.2 With students consultation takes place through direct feedback to staff, regular surveys, feedback forms and via teaching staff.

## 4. RESOLVING WHS ISSUES

<b>Minor WHS issues</b>	For minor WHS issues that are easily resolved workers and students are encouraged to take action themselves if they possess the relevant skills and it is safe to do so, for example, move an obstacle out of a walkway to prevent potential trip and fall incidents.
<b>More serious WHS issues</b>	More serious WHS issues should be referred to the relevant supervisor (teacher in case of a student) and also reported in writing (once practical to do so) to <a href="mailto:ohs@apc.edu.au">ohs@apc.edu.au</a> .  ↓ A <b>supervisor</b> should attempt to resolve the issue in



<p>consultation with the staff members and/or students involved, where the issue is beyond the control of the Supervisor they must take the matter to the appropriate member of the Committee of Management.</p> <p style="text-align: center;">↓</p> <p>A member of the <b>Committee of Management</b> should attempt to resolve the issue in consultation in consultation with the staff members and/or students involved. Where the issue is beyond their they must take the matter to the <b>Chief Operating Officer or the Principal Executive Officer</b> for resolution.</p> <p style="text-align: center;">↓</p> <p>When the <b>Chief Operating Officer or the Principal Executive Officer</b> is presented with an WHS issue they should give it due consideration and arrange to have the matter properly resolved in consultation with the relevant workers and/or students.</p> <p style="text-align: center;">↓</p> <p>If all other avenues have been exhausted, a matter may be pursued with the WorkCover authority in the relevant state.</p>
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## 5. SPECIFIC RESPONSIBILITIES

5.1 The co-operation of management, workers and students is sought in fulfilling the College's WHS commitments and objectives. Effective WHS is integral to the College achieving its objectives in teaching and management.

### a) **Principal Executive Officer**

- i) must ensure the health and safety of:
  - (a) workers engaged, or caused to be engaged by the College, and
  - (b) workers whose activities in carrying out work are influenced or directed by College,so far as is reasonably practicable while at the College;
- ii) must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out by the College; and
- iii) must ensure, so far as is reasonably practicable:

- (a) the provision and maintenance of a work environment without risks to health and safety;
- (b) the provision and maintenance of safe plant and structures;
- (c) the provision and maintenance of safe systems of work;
- (d) the safe use, handling, and storage of plant, structures and substances;
- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the College, including ensuring access to those facilities;
- (f) provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the College; and
- (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the College.

**b) Committee of Management**

- (i) must apply due diligence to ensure that the PEO is complying with their WHS obligations by:
  - (a) acquiring and keeping up-to-date knowledge of work health and safety matters;
  - (b) gaining an understanding of the nature of the operations of the College and generally of the hazards and risks associated with it;
  - (c) ensuring that the PEO has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out by the College;
  - (d) ensuring that the PEO has appropriate processes for receiving and considering information regarding incidents,

hazards and risks and responding in a timely way to that information; and

- (e) ensuring that the PEO has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under the Work Health and Safety Act 2011.

**c) Managers & Supervisors**

- (i) monitor and review the WHS risk management system to take account of changing conditions and circumstances in the workplace;
- (ii) must observe, implement and fulfill responsibilities under the Acts & Regulations which apply to WHS within the College environment, and will endeavour to comply with Australian Standards and approved Codes of Practice;
- (iii) must provide written procedures and instructions to ensure safe systems of work;
- (iv) must be available to take reports from staff on unsafe work situations;
- (v) take action to rectify problems identified in accordance with established hazard identification and risk assessment procedures;
- (vi) must ensure that the agreed procedures for regular consultation between management and those with designated WHS responsibilities are followed; (for example include WHS on meeting agendas);
- (vii) ensuring all employees observe safe working practices, policies and procedures; and
- (viii) are responsible for ensuring that the College WHS management system is implemented, effective and consistent with the College's objectives.

**d) Workers (Staff and contractors)**

- (i) must take reasonable care for their own health and safety,

- (ii) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons,
- (iii) comply (as far as reasonably able), with any reasonable instruction that is given by the PEO or College to allow the College to comply with its WHS obligations;
- (iv) co-operate with any reasonable policy or procedure of the College relating to health or safety at the workplace;
- (v) as a measure of security and to ensure the ongoing safety of the College's students, are required to wear an identification tag at all times while on College premises;
- (vi) follow guidelines of risk assessment policy and procedures; and
- (vii) in cases of return to work after a workplace injury, workers are required to submit a Workcover medical certificate deeming them fit to resume normal duties, and comply with return to work procedures stipulated by the relevant worker's compensation insurer.

**e) Students**

- (i) must take reasonable care for his or her own health and safety at the College;
- (ii) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons at the College; and
- (iii) co-operate with any reasonable policy or procedure of the College relating to health or safety at the College.

## **POLICY REVIEW**

In fulfilling the objectives of this Policy, management is committed to regular consultation with staff to ensure that the Policy operates effectively and that health and safety issues are regularly reviewed. The Policy will be regularly reviewed through consultation at management and staff meetings or as required by legislative changes.

In addition to the above this Policy will be reviewed as part of the College's 3 yearly review of policies.

## RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

Relevant Legislation/codes/standards	
<b>Commonwealth</b>	Work Health and Safety Act 2011

## RELATED POLICIES AND PROCEDURES

This document references the following College policies and/or procedures:

Related Policies and Procedures	
<b>Policies</b>	Risk Assessment Policy.

## KEYWORDS

<b>Keywords</b>	Work Health and Safety, Occupational Health and Safety, injury, risk management
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## POLICY OWNER

<b>Owner</b>	Business & Innovation Services Unit
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## POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Work Health and Safety Policy v2.0R		Sharon Luhr	Original Policy
Work Health and Safety Policy v2.0R	May 2019	Sara Gaudry	Updated the format of the Policy and converted it to the APC/EU combined letterhead.