

Work, Health and Safety (WHS) Policy

Preamble

Tuggerah Lakes Community College Limited is committed to the health and safety of all people who work, study, volunteer or visit the College's venues, or have the potential to be affected by the College's activities.

Scope

The Work, Health and Safety (WHS) Policy applies to workers, students and visitors to Tuggerah Lakes Community College Limited, encompassing TLK Community College and TLK Youth College. It also applies to College workers and students who work at premises or locations other than College venues.

Definitions

Worker: is any person who carries out work for the College and includes:

- Teachers, tutors, trainers and assessors, managers, staff and administration personnel
- Trainees and apprentices
- Volunteers and affiliates
- Outworkers
- Work experience students
- Contractors or sub-contractors
- Employees of a contractor or sub-contractor and
- Employees of a labour hire company assigned to work for the College.

Visitor: is any person who visits the College and is not classified as a worker of the College. Visitors to the College may include, but are not limited to:

- Students
- Conference and function attendees
- Commercial clients or customers including those visiting any division of the College
- Family and friends of workers or students
- Tenants
- Community visitors including prospective students, parents, guardians or carers.

Consultation: is sharing of relevant WHS information between the College and workers under Work, Health and Safety requirements. Consultation includes giving workers the opportunity to express their views, valuing these views and allowing them to contribute to the resolution of WHS issues.

Work, Health and Safety Management System (WHSMS): is a set of plans, actions and procedures to systematically manage health and safety in the workplace that is actively endorsed by a committed employer.

Risk Management: describes the requirements and procedures used to facilitate the early identification of foreseeable hazards, to assess the risk associated with these hazards and implement appropriate control mechanisms – see Risk Management Policy.

Person Conducting a Business or Undertaking (PCBU): is an individual or organisation conducting a business or undertaking including public companies, private companies, trustees that are companies, cooperatives that are companies, government departments and authorities, incorporated associations if they employ someone, local authorities (municipal corporations or councils) and

independent schools. The PCBU arranges, directs or influences work to be done or contributes something towards the work being done. There may be multiple businesses or undertakings and therefore multiple PCBUs involved in work at the same location.

Policy Statement

Health and safety is intrinsic to the way the College does business. The College aims for a zero level of harm, with the expectation that no person shall come to any harm while working, studying or visiting the College. The following values form the basis of achieving the College's aim for a zero level of harm:

- People are a most valuable asset and the College is committed to ensuring the health and safety of everyone in the workplace
- Everyone has a responsibility for their own safety and that of others
- Injuries can be prevented and an incident-free working and learning environment is actively pursued
- Communication and consultation are central to working together for a safer workplace.

Legal and Policy Framework

The College will comply with the NSW Work, Health and Safety (WHS) Act 2011, the Work, Health and Safety Regulation 2017 and other relevant legislation and industry standards, including requirements to have workers compensation insurance. It is recognised that failure to follow safe systems of work, misuse of equipment, bypassing of a risk control measure or interfering with another person's efforts to work safely, may lead to prosecution under the WHS Act and will also be dealt with under relevant College codes.

Implementation

Strategies and Procedures

The strategies and procedures to implement this policy include:

- The implementation, maintenance and review of the Tuggerah Lakes Community College Limited WHS Management System (WHSMS), covering policy, procedures, a WHS Management Plan and relevant forms and documentation
- Ensuring that risk management is undertaken for all training, education and/or operational activities, and the responsible person is satisfied that all foreseeable hazards are identified, risks are assessed, where appropriate, and all such risks are adequately controlled
- The establishment of measurable objectives and targets to facilitate continuous improvement of WHS in the workplace and to reduce work related illness and injury
- The provision of appropriate health and safety training and the dissemination of health and safety information to all workers, students and visitors to the workplace
- Consulting with workers, students and other PCBUs (including contractors and affiliated entities) about decisions which may affect their health and safety
- The provision of adequate human and financial resources to ensure effective implementation of the WHSMS
- The communication of policy requirements including induction and training
- Identifying and controlling WHS risks associated with digital course/program delivery, including ergonomic, psychological and isolation hazards for staff and students participating remotely or working from home
- Implementing and maintaining working from home risk assessments and related controls, and
- Ensuring that WHS communication, training and support are inclusive and accessible to all workers and students, including those with disability or low English proficiency.

Incident Reporting and Investigation

Under this policy:

- All WHS incidents, injuries, near misses, or hazards must be reported immediately using the College's Incident and Hazard Report Form
- The College will conduct a timely and impartial investigation of reportable incidents to determine causes and implement corrective actions
- Notifiable incidents will be reported to SafeWork NSW in accordance with legal obligations.

Roles and Responsibilities

Board members are responsible for:

- Acquiring and keeping an up-to-date general knowledge of WHS issues and of the College's WHS Management System
- Gaining an understanding of the nature of the College's operations and the hazards and risks associated with those operations
- Assuring themselves that the College's WHS Management System is integrated into all College operations, including teaching, education and training functions
- Ensuring that the College has, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety arising from work carried out as part of its operations
- Ensuring that the College has appropriate processes for receiving and considering information regarding incidents, hazards and risks, and for responding to that information in a timely way
- Ensuring that the College has and implements processes for complying with any duty or obligation under the WHS Act, such as:
 - Reporting notifiable incidents
 - Consulting with workers
 - Ensuring compliance with notices issued under the WHS Act
 - Ensuring the provision of training and instruction to workers about work health and safety, and
 - Ensuring that health and safety representatives receive appropriate training
- Fulfilling their obligations as Officers under Section 27 of the WHS Act, including exercising due diligence to ensure the College complies with all duties and obligations.

Chief Executive Officer (CEO), in addition to the responsibilities for Board members listed above, is responsible to the College's Board for:

- The overall implementation of this policy
- Allocating resources for effective implementation, and
- Ensuring workers (including staff, volunteers and contractors), students and visitors are aware of their responsibilities through appropriate delegation.

Managers (including the School Principal) and supervisors are responsible for:

- Managing established safety practices proactively and appropriately on a day-to-day basis
- Implementing the WHSMS within their area of responsibility, and
- Taking steps to ensure identified hazards are eliminated so far as is reasonably practicable or controlled using the hierarchy of risk controls.

Health and Safety Representatives (HSRs) are responsible for:

- Ensuring effective consultation takes place within their representative area
- Providing WHS advice and assisting with implementation of the WHSMS, and
- Working with and reporting to line management.

Safety Support Officers, as part of their duties, are responsible for:

- Carrying out workplace inspections in consultation with employees, and
- Identifying and reporting hazards and risks to line management.

All workers are responsible for:

- Following this policy and associated procedures and ensuring their conduct does not endanger themselves, others or the environment
- Taking ownership of their own health and safety for matters within their control or influence
- Working with colleagues to promote health and safety as part of everyday business
- Contributing accurate information that supports baseline compliance measurement and continuous improvement
- Being individually accountable for strengthening a culture of health and safety within the College, and
- Meeting duty-of-care obligations under WHS laws; non-compliance may result in regulatory action or criminal prosecution, including fines and possible gaol sentences.

Visitors, including students, are responsible for:

- Taking reasonable care for their own health and safety and ensuring their acts or omissions do not adversely affect the health and safety of others
- Following this policy and associated procedures, and ensuring their conduct does not endanger themselves, others, or the environment
- Cooperating and following reasonable directions so that College employees can meet their duties under the WHS Act, and
- Promptly reporting all known or observed hazards, incidents, and injuries.

Communication

This policy is available on the College's website, with key requirements outlined in the College Student and Staff Handbooks, displayed in all College workplaces, and communicated through College induction and consultation.

Evacuation Procedure

Upon hearing the evacuation warning, all College students must immediately move to the designated assembly area and follow the instructions given by staff. The building must not be re-entered until students and staff are instructed to do so by emergency personnel.

If the evacuation warning sounds:

- Students must go to the fire exit as directed by staff
- Only take personal belongings
- Advise staff of any injured person as soon as possible and
- When outside, go to the nominated assembly area and remain in class groups.

The nominated assembly point for each venue is detailed on the evacuation plan on display at the venue.

First Aid Procedure

- Make sure the first aid box, manual and first aid record book is kept in an accessible place and is clearly marked
- Maintain inventory of first aid supplies
- Check and replace first aid box supplies against inventory at the beginning of each College term or earlier if required
- Provide first aid assistance if required

- Provide a quiet and private place for individuals to rest if required
- Refer individuals to or contact medical services/ambulance if necessary and
- Record details of first aid treatment in the College's WHS incident register.

Smoking on College Premises

Smoking is **prohibited** on all College premises except in designated outdoor smoking areas. This prohibition includes vaping and the use of electronic cigarettes (e-cigarettes) and personal vaporisers. It also applies to areas immediately outside building entrances. All No Smoking and No Vaping signs must be observed at all times.

Policy Forms

Incident and Hazard Report Form (injury, illness, hazard, near miss)

Work Inspection Checklist (Work Health and Safety)

Working From Home Risk Assessment Form.

Related College Policies

Compliance with Legislation Policy

Risk Management Policy

Return to Work Program Policy

Critical Incident Policy.

Review

This policy will be subject to periodic review and may be amended or updated as required.