

Work Health and Safety Policy

Purpose

1. To ensure the College will comply with relevant Commonwealth Work Health and Safety (OHS) Act and regulatory requirements that are relevant to its operation and its Scope of Registration.

Scope

2. The College ensures that all staff and students are fully informed of these safety and health requirements including Emergency Procedures that affect their duties or participation in vocational education and training.

Procedure

3. The College considers Risk Management a top priority in all activities on and off site and WHS is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.
4. Management employ a risk assessment template to identify and mitigate potential risk.
5. The Directors of the College conduct bi-annual Risk Audits and enter any identified Actions into the **Corrective Actions Register**. This includes an Action Date and a Date Closed so that the Administrative Officer can follow up any issues with Directors.
6. The College at all times plans for and monitors its staff and students wherever they are working. Evaluation of WHS matters is included in the School Leadership Meetings held monthly
7. The College provides ergonomic equipment at all times and its safe use is discussed at staff meetings regularly. Safe plant and equipment are provided and maintained by the College.
8. Environmental protection is a College concern including disposal of various types of materials from the administrative areas to industrial waste where relevant. For more information refer to the Sustainability Policy
9. Staff are given a professional development session on WHS once a year.