

# Occupational Health & Safety Policy

Thomas Carr College is committed to the occupational health, safety (OHS) and welfare of all its' employees and students, those contracted to perform work on its behalf and visitors to our premises. The College regards its' OHS responsibilities with the utmost importance and as such, resources are made available to comply with all relevant Acts and Regulations to ensure the workplace is safe and to minimise risk to health.

## Principles

All the College's employees, contractors and visitors have a shared responsibility for contributing to the health and safety of all persons. The promotion and maintenance of health and safety issues and the dissemination of OHS related information is primarily the responsibility of the Principal and/or Principals delegate. The College Executive Group and members of the OHS committee, in consultation with employees, have the responsibility for developing, implementing and continually reviewing Thomas Carr Colleges OHS Program.

## Objectives

This policy provides the framework for:

- The development of safe methods of work
- The achievement of a safe working environment
- The promotion of good health within the work force
- Reducing the number and severity of injuries in the workplace
- Complying with all relevant Acts, Regulations, Standards and Codes of Practice

## Strategies

Risk Management:

- The College has established a documented OHS Program and a risk management system with procedures for identifying, assessing and controlling workplace hazards. This risk management system has been developed in accordance with the International Risk management Standard AS/NZ ISO 31000

Consultation:

- An OHS and Return-to-Work Co-ordinator has been appointed to provide an effective consultative mechanism. Employees are able to provide input into the OHS program. The College Executive Group and/or members of the OHS committee will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfil their OHS responsibilities.

## Responsibilities

Canonical Administrator:

- The Canonical Administrator is ultimately accountable for the Risk Management Program in each of the schools for which they are responsible.
- The Canonical Administrator delegates the daily operations of this accountability to the college Principal.
- They remain responsible for:
- Overseeing this Risk Management Program and the policies and procedures that are required to effectively manage risk within Thomas Carr College.
- Promoting a risk management culture within Thomas Carr College.
- Establishing clear delineations of lines of responsibility for managing the end to end risk process.
- Providing input on all risk issues.
- Reviewing the overall effectiveness of this Risk Management Program at least once annually.

College Board members:

- Each College Board member is required to ensure that this policy and the OHS program are developed and effectively implemented in areas under their control, and to support the College Executive Group and hold them accountable for their specific responsibilities

Principal:

- The Principal is responsible and will be accountable for, taking all practical measures to ensure that the workplace under their 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 or Principal's delegate will be held accountable for detecting any unsafe or unhealthy conditions or behaviour.
- If the Principal or Principal's delegate does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to a College Board Member with the necessary authority to effect a remedy.

**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 the safe systems of work and use all plant, materials, tools and substances in the manner for which they are intended.

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

- All volunteers, visitors, contractors and sub-contractors engaged to perform work on College premises are required to comply the Thomas Carr College OHS Program and to observe directions on health and safety from College 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 Program**

Thomas Carr College is committed to the effective implementation of its 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:

- 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.

**Related Policies/Procedures**

Including, but not limited to:

- Injury Management and Return-to-Work Program
- Human Resources Program and Training
- Recruitment and Selection Procedures
- Induction Procedures

**Evaluation**

Thomas Carr College is committed to the establishment of measurable objectives and targets for OHS to ensure continuous improvement aimed at the minimisation of work related illness and injury.

The effectiveness of Thomas Carr Colleges OHS & Risk Management Program will be measured by the:

- Effective identification of hazards;
- Effective development and implementation of safety plans; and
- Decrease in lost time due to illness and injury, and a resulting reduction in premiums.

**Resource Implications**

- Appointment of an OHS & Return-to-Work Coordinator
- Establishment of an OHS Committee
- Provision of First Aid Facilities
- Allocation of time for effective safety training of the workforce
- Regular monitoring and review of the OHS Program

<b>Policy status:</b>	New
<b>Key Stakeholders:</b>	College staff and students
<b>Endorsement Body:</b>	College Executive
<b>Ratification Body:</b>	College Board
<b>Policy Author:</b>	Occupational Health and Safety Committee
<b>Date of Approval:</b>	2017
<b>Date of Scheduled Review:</b>	2020

The content of this policy can be changed at the College Board's discretion at any time without notification.