

CG6: Health and Safety Policy & Procedure

Contents

Purpose	1
Definitions	1
Policy.....	1
Procedures.....	2
1. Workplace & Delivery Site Inspections.....	2
2. Hazards.....	2
3. Incident Reporting.....	2
4. Student Safety and Security Plan.....	3
Document Control	3

Purpose

This policy outlines the approach taken by SSB to ensure a healthy and safe environment for all students, staff and others participating in any activities within the premises or under the employment of SSB.

SSB recognises the importance of providing a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.

SSB aspires for excellence in workplace health and safety and is committed to providing an environment which is free from risks and conducive to the productivity and efficiency needs of its staff, students and others.

Definitions

A **hazard** means any potentially dangerous situation within the work/study environment provided by SSB.

An **incident** means an event or circumstance that leads – or could have lead - to unintended or unnecessary harm during a person's participation in work and/or training activities with SSB.

An **injury** means any incident that causes harm to a person during their participation in work and/or training activities with SSB.

Policy

1. Through this policy, SSB meets the requirements of the NSW Work Health and Safety Act 2011.
2. SSB is committed to protecting staff and students from harm to their health, safety and welfare through the elimination or minimisation of risks arising from work and study.
3. All staff have a responsibility to work safely, take all reasonable care for their own health and safety; and always consider the health and safety of others who may be affected by their actions.
4. SSB encourages active participation, cooperation and consultation with all students, staff and others in the promotion and development of measures to improve health and safety.
3. All staff will receive induction into their role which will include information about workplace health and safety. Training and updates to information will be provided to staff on a regular basis.
4. All work and training environments will be routinely assessed to identify safety risks, hazards and identify areas for improvement.
5. Staff who work from home are responsible for ensuring the environment they enter into is free from risk and occupational health and safety hazards.

CG6: Health and Safety Policy & Procedure

6. All staff, students and other individuals are required to report any workplace hazards and associated risks and safety incidents as soon as they become aware of them. SSB will take immediate actions to respond to incidents and reduce or mitigate the risks caused by identified hazards.
7. SSB will respond to, investigate and record all health and safety incidents.
8. Appropriate records of the organisation's workplace hazards, risks and workplace injuries will be accurately maintained at all times.

Procedures

1. Workplace & Delivery Site Inspections

Procedure	Responsibility
<p>A. Annual workplace and home office inspections</p> <ul style="list-style-type: none"> • Each worksite will be inspected using the <i>WHS Inspection Checklist</i> at least annually. Staff members working from a home office must conduct this inspection themselves. • All identified hazards are reported to the Operations Manager using the <i>Workplace Hazard Report</i> 	Staff member Operations Manager
<p>B. Control Hazards</p> <ul style="list-style-type: none"> • Appropriate actions are taken to control any hazards identified. • Hazards and control mechanisms are to be recorded in the central <i>Safety and Hazard Register</i> for all identified hazards. • Any risk ratings are to be added to the <i>Risk Management Plan</i>. 	Operations Manager

2. Hazards

Procedure	Responsibility
<p>C. Identify Hazards</p> <ul style="list-style-type: none"> • Any staff or student who identifies a potential or actual workplace hazard must report it immediately to the CEO using the <i>Workplace Hazard Report</i>. 	CEO
<p>D. Control Hazards</p> <ul style="list-style-type: none"> • Reported or identified hazards and control mechanisms are to be recorded in the central <i>Safety and Hazard Register</i>. • The CEO will record a plan in the <i>Safety and Hazard Register</i> for all identified hazards. • The CEO will take appropriate actions to ensure that the identified hazards are controlled in accordance with this procedure. • Any risk ratings are to be added to the <i>Risk Management Plan</i>. 	Operations Manager and CEO

3. Incident Reporting

CG6: Health and Safety Policy & Procedure

Procedure	Responsibility
<p>E. Workplace Incidents</p> <ul style="list-style-type: none"> • If an incident occurs in the workplace any persons attending to the incident or witness to the incident are to fill in a Safety Incident Report. • In case of injury the first person in attendance to a workplace injury should immediately call for help, seeking assistance from the qualified First Aid officer if possible • <i>Safety Incident Reports</i> are to be provided to the CEO who will use the records to gather accounts of the incident and use them as the basis of an investigation into the incident, if required. 	<p>Staff and/or students</p> <p>CEO</p>

4. Student Safety and Security Plan

Procedure	Responsibility
<p>F. Assess student safety risks</p> <ul style="list-style-type: none"> • At least annually, SSB will undertake an assessment of any actual or potential risks to student and staff safety and security. • SSB will use the Student Safety and Security Plan to record all potential risks and hazards and identify the actions to be taken to reduce the risks. • The Operations Manager is responsible for ensuring that the measures put in place on the safety and security plan to reduce risks, are correctly implemented. • Any updates to the safety and security mechanisms that are in place for SSB are to be updated in student pre-enrolment and enrolment information. 	<p>Staff and/or students</p>

Document Control

Document No. & Name:	CG6 - Health and Safety P&P V1.0 08-01-15
Quality Area:	CG Corporate Governance
Author:	RTO Advice Group Pty Ltd
Status:	Approved
Approved By:	MD
Approval Date:	Feb2015
Review Date:	Feb2016
Standards:	Clause 8.5 of Standard 8