

# Work, Health and Safety (WHS) Policy

## Preamble

Tuggerah Lakes Community College, encompassing TLK Community College and TLK Youth College, 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 of and visitors to the 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 2011 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 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 and
- The communication of Policy requirements including induction and training.

### Roles and Responsibilities

**Board members:** have the responsibility to:

- Acquire and keep an up-to-date general knowledge of WHS issues and of the College's WHS Management System and issues
- Gain an understanding of the nature of the College's operations and generally of the hazards and risks associated with those operations

- Assure themselves that the College's WHS Management System is integrated into all College operations including teaching, education and training functions
- Ensure that the College has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of its operations
- Ensure that the College has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- Ensure 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.

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

- The overall implementation of this Policy
- The allocation of 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 School Principal) and supervisors:** are responsible for ensuring:

- Established safety practices are managed proactively and appropriately on a day to day basis
- Implementing the WHSMS within their area of responsibility and
- Taking steps to ensure that identified hazards are eliminated as far as 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 may assist with the implementation of the WHSMS and
- Working with and reporting to line management.

**Safety Support Officers:** as a 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 the WHS Policy and Procedures and ensuring that their conduct does not endanger themselves, others or the environment
- Taking ownership of their own health and safety for those matters within their control or ability to influence
- Working with colleagues to promote health and safety and ensure that it becomes a part of everyday business
- Contributing to providing quality information that enables the establishment of baseline compliance levels and the measurement of changes in compliance over time - this rich source of information provides a reference point for targeting prevention and better practice initiatives

- Being accountable as an individual to enhance a culture of health and safety within the College and
- Ensuring that they meet duty of care obligations as required under the WHS laws where non-compliance may result in a range of regulatory responses, and in some cases, criminal prosecution with substantially increased fines and may include gaol sentences.

**Visitors including students:** are responsible for ensuring the safety and health of their environment by:

- Following the WHS Policy and Procedures and ensuring that their conduct does not endanger themselves, others or the environment
- Cooperating with management so that employees of the College carry out their duties as required under the WHS Act and
- Reporting all known or observed hazards, incidents and injuries.

### Communication

The WHS Policy will be accessible on the College's website and requirements are also outlined in the College Student Handbook and Staff Handbook. The WHS Policy will be 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 Venues

With the exception of any designated outdoor smoking area, a **no smoking Policy** exists at all College venues and precludes anyone from smoking while on College's premises. This includes the areas immediately outside entrances to the College's buildings. No smoking signs must be obeyed at all times.

### Related College Policies

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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 when required.