



# WORPLACE HEALTH AND SAFETY POLICY

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## PURPOSE OR RATIONALE

Workplace Health and Safety (WHS) is of fundamental importance to Villanova College.

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 workforce;
- Reducing the number and severity of injuries in the workplace;
- Complying with all relevant Acts, Regulations, Standards and Codes of Practice.

## Policy

Villanova College accepts its obligations to comply with the requirements of the law concerning workplace health and safety. It is committed to the workplace health, safety and welfare of all its employees and students, those contracted to perform work on its behalf, volunteers and visitors to its premises. Villanova College regards its workplace health and safety 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.

## Implementation

### Risk Management

Villanova College has established a documented Workplace Health and Safety Program and a Risk Management System with procedures for identifying, assessing and controlling workplace hazards and risks. This risk management system has been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000.

### Workplace Health and Safety Program

Villanova College is committed to the effective implementation of its WHS Program and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of WHS including, but not limited to:

- WHS training and education for all employees – general and hazard specific
- Workplace system and procedure design, workplace design and standard workplace methods
- Changes to workplace methods and practice
- Emergency procedures and drills
- Provision of WHS 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.

### Consultation

A WHS Committee has been appointed to provide an effective consultative mechanism. Employees are able to provide input into the WHS program.

Management will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfill their WHS responsibilities.

### Compliance

Villanova College has a management system in place that ensures compliance with the Work Health and Safety Act 2011.

## **Principles**

### General Responsibility for Workplace Health and Safety

All Villanova College's managers and employees as well as 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 WHS related information is primarily the responsibility of management. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and continually reviewing Villanova College's WHS Program.

All employees and students, contractors, volunteers and visitors have a responsibility to take reasonable care for their own safety and the safety of others and comply with any reasonable instruction, policy or procedures of Villanova College in relation to health and safety.

### Responsibilities of Villanova College Board Members and Officers

Each Villanova College Board Member or Officer is required to ensure that this policy and the WHS program are developed and effectively implemented in areas under their control, and to support supervisors and hold them accountable for their specific responsibilities.

At each ordinary meeting of the Villanova College Board of Directors, there shall be presented for review a description of any recent reported workplace incident and any other matters associated with workplace health and safety or compliance requirements.

### Responsibilities of 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 is responsible for ensuring a healthy and safe environment for all.

If the Principal does not have the necessary authority to fix a problem, the Principal is accountable for reporting the matter promptly, together with any recommendations for remedial action to the Villanova College Board of Directors.

### Responsibilities of Employees

All employees are required to cooperate with the WHS 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.

### Responsibilities of Contractors, Sub-Contractors, Volunteers and Visitors

All contractors, sub-contractors, volunteers, visitors engaged to perform work on Villanova College's premises are required to comply with Villanova College's WHS Program and to observe directions on health and safety from Villanova College's staff. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

## Related Policies/Procedures

The College has in place written processes that comply with Work Health and Safety Acts, Regulations, Standards and Codes of Practice. Related policies/procedures are:

- Injury Management and Return-to-Work Program
- Human Resources Programs and Training
- Recruitment and Selection Procedures
- Induction Procedures
- Employee Code of Conduct

## Evaluation and Review

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

The effectiveness of Villanova College's WHS and Risk Management Program will be determined by a range of measures including:

- Effective identification of hazards and timely response of safety issues raised;
- Effective development and implementation of safety plans; and
- Annual report by the EAP.

Villanova College will carry out through an external auditor a bi-annual risk review of activities, processes and procedures conducted by the College.

This policy is to be reviewed annually to take account of any changes to relevant legislation or regulations or to the College's operations and practices to ensure it remains appropriate to the changing environment.

**Review Date:** 21 November 2019.

## Definitions

**Visitors:** may include but are not limited to, subcontractors and their employees, employees of a labour hire company who has been assigned to work at Villanova College, apprentices or trainees, work



experience students, parents and other community members, conference and function attendees, commercial clients, students and staff from other schools and tenants or licencees.

**Workplace:** as defined by the Work Health and Safety Act 2011.

**Endorsement:** This policy was approved and endorsed by the Villanova College Board on 21 November 2018.