

Work Health and Safety Policy

Purpose

Greenwich College Pty Ltd. has developed this Work Health and Safety Policy to help ensure, as far as is reasonably practicable, that hazards or risks to health and safety are eliminated or managed in the workplace. Where those risks or hazards cannot be eliminated, they should be minimised, as far as is reasonably practicable.

Scope

This Policy applies to all workers within Greenwich College. This Policy applies across all work-related activities and is not restricted to a worker's normal place of work (i.e. this policy applies to work performed outside a worker's normal place of work and includes authorised attendance at work related functions such as Christmas parties, farewell functions, company celebrations, company sponsored sporting events, business trips, working away from the office and attendance at work related conferences).

Policy

Greenwich College is committed to:

- identifying, evaluating and controlling factors within the workplace which may cause or potentially cause injury or health issues;
- providing safe equipment, systems of work and a safe work environment;
- ensuring adequate facilities for workers;
- ensuring compliance with legislative requirements and industry standards; and providing information, instruction, training and supervision where appropriate to staff, contractors and visitors to ensure their safety.

Every worker is responsible for helping to ensure risks or hazards to health and safety are eliminated or managed.

To assist Greenwich College in providing a healthy and safe workplace all workers must:

- take reasonable care for their own health and safety;
- comply with any reasonable health and safety instructions from Greenwich College or its nominated personnel; and

- consider the health and safety of other people who may be affected by their acts or omissions at work.

Workers who do not comply or cooperate with Greenwich College doctrine may find themselves subject to disciplinary proceedings or prosecution by the Health and Safety regulator in the state that they are working.

Consultation

- Workers are encouraged to consult with Greenwich College in identifying hazards and choosing practical and effective control measures, during formal consultation procedures and whenever workplace hazards or risks are identified.

Reporting of incidents, accidents and near misses

- Workers are required to immediately report any workplace accident, incident, near miss or hazard as soon as reasonably possible after it occurs. If a worker has any concern in relation to their safety or the safety of others in the workplace, they are encouraged to immediately report it to their manager.
- Following the reporting of an event, Greenwich College will determine whether the matter requires further investigation and how any investigation will be conducted.

Emergency Procedures

- Greenwich College has identified a number of emergency situations that may occur in the workplace. Specific procedures will be developed in consultation with the workers for each situation.

First Aid

- Greenwich College will ensure that there are a sufficient number of First Aiders at each worksite.
- To ensure there is minimal delay in providing first aid, Greenwich College will have a detailed medical emergency plan for each site.

Fire Safety

- Greenwich College will ensure that each building in which it operates meets the minimum fire safety requirements as required by legislation.

- This includes but is not limited to testing of fire alarm systems, fire extinguisher testing, fire extinguisher training, Fire Warden training, and evacuation planning and management.

Ergonomic Set Up and Computer Health and Safety

- Greenwich College recognises that a significant number of staff have computer related tasks as part of their role with Greenwich College.
- Greenwich College will support these workers by ensuring that work areas are set up to ensure that the computer, chair height, and layout provide the best ergonomic design to minimise strain to the body and eyesight.

Manual Handling

- Manual handling is an activity requiring the use of force by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object
- Any workers involved in manual handling should follow appropriate manual handling procedures.

Non-Physical Injuries

- The model Health and Safety legislation defines health as both physical and psychological.
- Greenwich College is committed to ensuring the health and safety of our workers.
- Greenwich College has implemented a number of strategies in relation to high risk behaviours that may increase the risk of psychological injuries occurring in the workplace.

Definitions

For the purposes of this policy, Greenwich College has adopted the definitions from the Model Health and Safety Act published by Safe Work Australia:

Worker

The term worker includes but is not limited to employees, staff, contractors or subcontractors, an employee of a labour hire company employed to work for Greenwich College, apprentices, trainees and volunteers.

Contractor

A person engaged by Greenwich College to do any work for gain or reward.

Workplace

Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water.

Hazard

Situations or things that have the potential to harm a person.

Risk

The possibility that harm (death, injury or illness) might occur when exposed to a hazard.

WHS Risk

The chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

WHS Risk Control

Action to take to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

Notifiable incidents

A 'notifiable incident' is:

- the death of a person
- a 'serious injury or illness', or
- a 'dangerous incident' that exposes someone to a serious risk, even if no one is injured.

'Notifiable incidents' may relate to any person—whether an employee, contractor or member of the public

First Aid

The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

First Aid Officer

A person who has successfully completed a nationally accredited training course or an equivalent level of training course or an equivalent level of training that has given them the competency required to administer first aid.

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