

WORK HEALTH & SAFETY AND INJURY MANAGEMENT POLICY

Policy Number	N/A
Implemented	1996
Evaluated	2018
Next Evaluation	2021
Evaluation Group	WHS Committee
Evaluation Frequency	Every 3 years

1. RATIONALE

Gleeson College is committed to Work Health and Safety (WHS) and Injury Management (IM), through the development and implementation of a planned and systematic approach to the management of safety.

2. AIMS

Gleeson College aims to minimise the risk of injury and disease to all members of the community by ensuring that the WHS and IM system is implemented, monitored, reviewed and continually improved by:

- 2.1 Ensuring hazards are identified and controls implemented, monitored and reviewed for the purpose of preventing injury or illness to the community.
- 2.2 Ensuring all members of the community receive appropriate information, instruction, training and supervision to protect them from risk to their health and safety.
- 2.3 Compliance with the Work Health and Safety Act 2012 (SA), the Work Health and Safety Regulations 2012 (SA), Codes of Practices, Australian Standards and industry related standards.
- 2.4 Compliance with the Return to Work Act and Regulations 2014 (SA), Service Standards and Performance Standards for Self-Insurers.
- 2.5 Effective management of workplace injuries and diseases in accordance with the legislation.
- 2.6 The fair and equitable management of all workers compensation claims.

3. BROAD POLICY

To achieve these aims the College requires the active cooperation of all community members in developing a WHS and IM Management Plan.

Person Conducting a Business or Undertaking (PCBU) (The Catholic Church Endowment Society Incorporated)

The PCBU will ensure the health and safety of workers and “other persons”, including contractors, students, visitors and volunteers, so far as reasonably practicable.

Officers

The College Leadership Team and College Board in a volunteer capacity, are classified as Officers under the Act which requires them to exercise due diligence to ensure compliance by the PCBU with its health and safety obligations.

The officers will ensure Gleeson College has in place appropriate systems of work and must actively monitor and evaluate health and safety management.

The Officers of Gleeson College will take reasonable steps to:

- acquire and keep up-to-date knowledge of work health and safety matters;
- gain an understanding of hazards and risks associated with the College
- ensure Workers have appropriate resources and training to eliminate or minimise risks to health and safety
- ensure all reports regarding incidents, hazards and risks are investigated and reported to Safework SA if they are a notifiable incident
- ensure compliance with notices issued under the WHS Act
- carry out inspection or audits to ensure that the resources and processes are in place

Workers

All employees and volunteers must:

- take reasonable care of his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the Act
- cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the College that has been notified to workers.

All contractors and sub-contractors must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with the Act.

4. GUIDELINES

The Health and Safety Committee

The Health and Safety Committee is an important way for consultation to occur between the PCBU and Workers about health and safety issues within Gleeson College and to improve the health and safety at Gleeson College.

The Health and Safety Committee will:

- Facilitate co-operation between the PCBU and workers in instigating, developing and carrying out measures designed to ensure the worker's health and safety at work
- Assist in developing standards, rules and procedures relating the health and safety that are to be followed or complied with at the College
- Undertake other functions proscribed by the regulations or agreed between the PCBU and the committee.

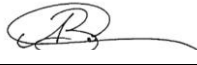
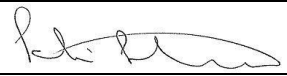
The Health and Safety Representative

In addition to the consultative procedures established through the Health and Safety Committee, Workers may ask the PCBU to facilitate and conduct an election of a Health and Safety Representatives in accordance with the Work Health and Safety Act 2012 (SA). The Health and Safety Representative will be elected for a term of 3 years.

The elected Health and Safety Representative must undertake training as soon as practicable within 3 months of being elected. Health and Safety Representatives may raise any health and safety concerns they may have with the PCBU and the Health and Safety Committee.

5. EVALUATION

The WHS Committee is responsible for the evaluation of this policy which will take place every 3 years. The policy should be considered by members of the WHS Committee as the key team within the College for WHS Planning, Policy and Review. They may wish to seek opinions and expertise from other staff, parents and students as to the effectiveness of the policy.

Signed		Principal or delegate	22/03/2018
Signed		Chairperson of Board or delegate	Dated: 22/03/2018
<i>This Policy now replaces all previous versions and evaluations of this Policy originally implemented in 1996 and subsequently updated in 2018.</i>			