

# HIGHVIEW COLLEGE OCCUPATIONAL HEALTH AND SAFETY POLICY



**Person Responsible – Business Manager**

## **Statement of Context and Purpose**

Highview College is committed to ensuring that all employees, students, contractors and visitors are provided with a safe and healthy working environment in accordance with Occupational Health and Safety (**OHS**) laws.

Employees of Highview College also have responsibilities under OHS laws. These responsibilities must be upheld at all times.

The purpose of this policy is to provide employees with guidance as to:

- Highview College's responsibilities for the management of OHS; and
- their own responsibilities for the management of OHS within Highview College.

This policy and procedure is designed to ensure students, employees, board members, contractors and visitors at Highview College work in an environment that is safe.

## **Application**

This policy applies to all students, employees, board members, contractors and visitors in attendance at Highview College's premises.

## **Reference Points / Background Papers**

- Occupational Health and Safety Act 2004 (Vic);
- Occupational Health and Safety Regulations 2007 (Vic);
- Accident Compensation Act 1985 (Vic);
- Accident Compensation Regulations 2012 (Vic);
- Bullying and Violence Policy
- Performance Management, Misconduct and Disciplinary Action Policy

## **Definitions**

**Supervisor** means an individual who has been delegated the authority to be responsible for another employee in respect of specified workplace matters and/or decisions.

## **Highview College's Commitments**

Highview College is committed to:

- Providing and maintaining a working environment (including buildings, equipment, facilities and grounds) that is so far as is reasonably practicable safe and without foreseeable risks to health;

- Recognising its responsibility for the prevention of workplace caused injury and illness;
- Accepting the obligations imposed by legislation on Occupational Health & Safety and supporting Regulations and Codes of Practice which are applicable to its operations and regarding these as being the appropriate standard; and
  - Developing, implementing and maintaining operating procedures that ensure, so far as is reasonably practicable, the:
    - inducting and training of employees and contractors in relation to Occupational Health & Safety requirements;
    - consulting of employees in relation to Occupational Health & Safety matters;
    - advising of all levels of management that are held accountable for a safe environment in the areas under their control;
    - establishing and maintaining of systems that identify hazards and record accidents;
    - implementing of corrective actions where there is an incident or accident regardless of whether the incident has caused injury or not; and
    - assisting employees injured at work to return to work as soon as practicable.

All employees, contractors and other authorised personnel have a responsibility for taking reasonable steps to ensure that his or her own work or study environment and practices protect their own health and safety as well as the health and safety of others.

It is essential that all employees, students and other persons who visit Highview College comply with Highview College's OHS policy, procedures and instruction and cooperate with Highview College's management in maintaining and improving safety standards.

### **Employee, contractor and other authorized personnel responsibilities**

All employees, contractors and other authorised personnel are responsible for ensuring that the following obligations are complied with:

#### **Hazard reporting:**

- reporting hazards and other OHS issues to their supervisor as soon as possible.

#### **Manual handling:**

- following safe operating procedures associated with their work tasks;
- reporting hazards associated with manual handling to their supervisor as soon as possible;
- attending manual handling training as required, and complying with that training;
- participating in consultation regarding manual handling activities within their workplace;
- not putting others at risk due to poor manual handling practices.

#### **Plant and equipment:**

- using safe operating procedures and in accordance with training;
- undertaking any pre-use inspection;
- reporting all malfunctions and damage to plant and equipment to their manager and/or health and safety representative; and
- not operating any plant or equipment that is unsafe, damaged or where guarding is incomplete or has parts missing.

## **Electrical equipment**

- checking tags on flexible electrical supply cables prior to use of electrical equipment and notifying their supervisor of any cables that are out date;
- ensuring that electrical equipment brought into the workplace from home will be tested in accordance with *AS3760– In-service Safety Inspection and Testing of Electrical Equipment*. It will be the responsibility of the owner of the equipment to ensure the testing and tagging is current. This includes responsibility for the cost of testing and tagging; and
- not affixing tags on electrical equipment, unless qualified to do so. This includes any power tools.

## **Hazardous substances and dangerous goods**

- complying with guidelines and directions for the safe storage of dangerous goods and/or hazardous substances (where applicable) including isolation requirements;
- reporting any problems associated with the storage of dangerous goods and/or hazardous substances to their supervisor; and
- ensuring that food containers or containers that may be mistaken for food containers are never used for the storage or use of dangerous goods and/or hazardous substances.

## **Bullying**

Refer to Bullying and Violence Policy.

## **Consequences of a Breach of this Policy**

Highview College emphasises the need to fully comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment.

- Employees should refer to the Performance Management, Misconduct and Disciplinary Action Policy.

## **Implications for practice**

### **At Board / Principal Level**

To properly implement this policy, Highview College, the Board and/or the Principal must ensure:

- that this policy is endorsed on an annual basis;
- that copies of this policy are made available to employees, for example on the Highview College intranet, in physical form in the staff room and on employee bulletin notice boards;
- that this policy is incorporated into the Board's / Principal's record of current policies;
- that this policy is incorporated into Highview College's induction program, to ensure that all employees are aware of the Policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;

- that periodic training and refresher sessions are administered to all employees in relation to this policy;
- that appropriately qualified persons are engaged to assist Highview College in meeting its occupational health and safety obligations, as required;
- periodic safety audits are conducted and action taken in respect of any hazards and issues identified; and
- that regular reports are received from supervisors in relation to the implementation of this policy.

### **At Other Levels**

To properly implement this policy, all Highview College's employees, contractors and authorised personnel must ensure:

- that they will abide by this policy and assist Highview College
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Policy developed by Clayton Utz – 2013

Updated by Melinda Scash – 2016