



EXCELSIA
COLLEGE
Sydney - Australia

**THIS POLICY AND PROCEDURE IS CURRENTLY UNDER REVIEW BY
MANAGEMENT COMMITTEE**

Document Name

WORK HEALTH AND SAFETY RISK MANAGEMENT POLICY AND PROCEDURE

Document Number

PPR-WHS-03

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Purpose and Scope

Excelsia College is committed to providing and maintaining a safe and healthy work environment for its staff, students and anyone entering its premises, and/or other College work site and/or external work sites.

The [Work Health and Safety Regulation 2011](#) (WHS Regulation) specifies obligations about the work environment and welfare facilities including:

- managing risks to health and safety
- personal protective equipment
- training and instruction
- workplace facilities
- emergency plans
- first aid.

Excelsia College Board of Directors and Management Committee have the primary duty to ensure, so far as is reasonably practicable, that employees and other persons at a workplace are not exposed to health and safety risks.

Excelsia College has a duty to manage risks to health and safety and this should involve consultation with employees. It may even require consultation with other employers, where the responsibility for a health and safety matter is shared, such as with overlapping work activities or welfare facilities.

A benefit in consulting, sharing information and giving employees reasonable opportunity to express their views and contribute towards decision making on health and safety matters is that it can assist the College in meeting their health and safety obligations.

Responsibility

The following people have a responsibility in relation to this procedure:

- Chief Executive
- Director of People and Culture
- WHS Committee
- Management Committee

Procedure

1. Managing risks to health and safety

Managing risks to health and safety is critical to ensuring a workplace is safe. The first step in managing risks is to identify any reasonably foreseeable hazards. Annually, the College conducts risk assessment inspections and record its findings through the *Risk Assessment Template*. The second step is to eliminate those hazards so far as is reasonably practicable. If it is not reasonably practicable to eliminate the risk, then action must be taken to minimise that risk so far as is reasonably practicable. This is done through the *Risk Assessment Action Plan*. The *Risk Assessment Action Plan* is created by the work health and safety committee once all the risk assessments have been completed. The *Risk Assessment Action Plan* is then recommended to the Management Committee for approval.

- **Control measures to minimise a risk**

Excelsia College must consider various control options and choose the control that most effectively eliminates the risk. When a risk cannot be eliminated, the College must choose the control measures that most effectively minimises the risk. This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable.

The hierarchy of control measures that should be used to control a risk are:

- substituting the hazard with something safer
- isolating the hazard so a person is not exposed to the risk
- implementing engineering controls
- minimising the hazard using administrative controls
- the use of personal protective equipment.

Excelsia College must ensure that all control measures are effectively implemented and maintained in a way that ensures the risk is minimised.

- **Review of control measures**

Excelsia College must review and, if necessary, implement changes to the control measures, especially when:

- the control measure is not effective in controlling the risk
- a change at the workplace is likely to give rise to a new or different health and safety risk and the existing control measure may no longer effectively control the risk
- a new hazard or risk is identified
- the results of consultation indicate that a review is necessary
- the health and safety committee requests a review.

2. Personal protective equipment

- **Personal protective equipment (PPE)** is anything used or worn by a person to minimise a risk to the person's health or safety.

PPE includes items such as:

- eye protection for example, goggles, glasses and face shields
- hearing protection for example, ear plugs and ear muffs
- respiratory protection for example, filter respirators, air line respirators and SCBA
- foot protection for example, safety shoes and boots, spats and rubber gum boots
- head protection for example, hard hats, helmets and broad brimmed hats
- body protection for example, aprons, overalls, gloves and high visibility clothing
- any substance used to protect health, for example, sunscreen.

When selecting PPE to minimise a risk to health and safety, the College must ensure the equipment is:

- suitable for the nature of the work and any hazard associated
- a suitable size and fit and reasonably comfortable for the person to wear
- maintained, repaired or replaced so it continues to minimise the risk to the worker
- used or worn by the worker, so far as is reasonably practicable.

- **Using PPE**

PPE is one of the least effective ways of controlling risks to health and safety and should only be used:

- when there are no other practical control measures available
- as an interim measure until a more effective way of controlling the risk can be used
- to supplement higher level control measures.
- **Choosing PPE**
When choosing the right PPE for the job, the selection processes must include consultation with workers and also include:
 - an evaluation of the risk and performance requirements for the PPE
 - compatibility of PPE items where more than one type of PPE is required
 - consultation with the supplier to ensure PPE is suitable for the work and workplace conditions
 - preference for PPE that complies with the relevant Australian Standard or equivalent standard.

PPE can be purchased from any of the suppliers of safety equipment listed in the Yellow Pages under 'S' for safety. If you need to purchase PPE, contact Manager Human Resources.
- **Providing PPE**
The Supervisor directing the work must provide PPE to workers at the College. Employees must not be charged for the purchase of PPE.

3. Training and instruction

The College ensures that all employees receive suitable and adequate information, training and instruction, which is easily understood and necessary for their role.

- **Induction training**
Induction training is provided to all new employees by the Manager Human Resources, this is recorded through the *WHS-F03 Employee Site-Specific WHS Induction Form*. Topics covered in Induction Training include:
 - emergency procedures
 - amenity facilities
 - first aid
 - how to report a hazard or other safety issues
 - how work health and safety is managed
- **Other specific training**
In addition, all employees need to complete annual orientation training covering health and safety precautions and awareness at the College. This is done via the College's learning management system, MOODLE.

All training records are kept in the employee's personnel file whilst employed with the College.
- **Supervision**
Supervision of employees may be required, especially when undertaking a new task. By providing step by step procedures and observing them perform the task until they can safely do it without assistance, assists in ensuring a safe workplace.

4. Workplace facilities

The College provides and maintains a safe working environment and adequate facilities, so far as is reasonably practicable. This includes ensuring:

- safe entry and exit to and from the College
- people can move about the College without risk to health and safety, under normal working conditions and in an emergency
- sufficient work space for employees
- suitable floor surfaces
- sufficient lighting
- adequate ventilation
- adequate and accessible facilities for the welfare of employees such as toilets, drinking water, eating facilities
- hot and cold environments do not put employees at risk.

5. Emergency plans

The College emergency and evacuation procedure can be accessed via *WP-GEN-05a Emergency and Evacuation Procedure*.

- emergency procedures including:
 - an effective response to an emergency
 - evacuation procedures
 - notifying emergency service organisations promptly
 - medical treatment and assistance
 - effective communication between the authorised person who coordinates the emergency response and all persons at the College.
- testing of the emergency procedures occurs twice annually.
- information, training and instruction to relevant employees and students in relation to implementing the emergency procedures occurs at student and staff orientations.

6. First aid

The specific obligations for the College for first aid in the workplace are to ensure:

- the provision of first aid equipment
- that each employee must have access to the equipment
- an adequate number of employees are trained to administer first aid or employees have access to an adequate number of people who have been trained to administer first aid
- employees have access to facilities for the administration of first aid.

In order to assess how to best provide for first aid the College considers all relevant factors including the:

- nature of the work being carried out
- nature of the hazards
- size and location of the College
- number and composition of employees and others at the College.

References and Related Documents

[Work Health and Safety Regulation 2011](#)

Work Cover

Emergency and Evacuation Procedure

Employee Site-Specific WHS Induction Form

Risk Assessment Template

Risk Assessment Action Plan