

WORK HEALTH AND SAFETY POLICY AND PROCEDURE

1. PURPOSE

The purpose of this policy is to show the commitment of The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy and The Sydney English Language Academy ("The Academy") to ensure the health & safety of its employees, students, contractors and visitors by removing, reducing or minimising the risks to health and safety, so far as is reasonably practicable as per the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.

The Academy is also committed to injury management aimed at the early, safe and sustained return to work of injured employees.

2. RESPONSIBILITIES

a) Management

Will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health
- a commitment to consult and co-operate with workers in all matters relating to the health and safety in the workplace
- ensure that all employees observe safe working practices, adhere to policies and procedures
- a commitment to continually improve our performance through effective safety management.
- comply with WHS Legislation, Regulations and relevant Australian Standards.

b) Workers

Each worker (employees) has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

c) Students

- take reasonable care for his or her own health and safety at the Academy
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons at the Academy
- co-operate with any reasonable policy or procedure of the Academy relating to health or safety at the Academy
- follow directions from their teachers on WHS issues.

d) Contractors

Any contractor whilst on the premises of The Academy

- must comply with all applicable legislation and regulatory requirements and with The Academy's policies and procedures
- Are responsible for taking reasonable care of themselves and that of others as far as reasonably practicable.

e) Visitors

Visitors are required to comply with all The Academy's policies and procedures whilst on the premises and report all accidents and incidents to the relevant employee or the Principal as soon as reasonably practicable. In the event of an emergency, the visitor must follow the emergency evacuation procedures.

3. WORK HEALTH AND SAFETY CONSULTATION

- a) The Academy is committed to an effective consultation approach to work, health and safety management. The Academy will consult with its employees in implementing safety practice and systems that will ensure the health and safety of its stakeholders.
- b) The Academy will consult with its stakeholders to share relevant information about work, health and safety and to give them opportunity to express their views and to contribute to the resolution of work health and safety issues in the workplace. The Academy will ensure that it will make work, health and safety issues a standing agenda item at all meetings.
- c) The Academy will also consult with its students through direct feedback to staff, teaching staff, regular surveys and email feedback.

4. RISK ASSESSMENT AND HAZARD IDENTIFICATION

The Academy will ensure that it will undertake ongoing comprehensive hazard identification and risk assessments of all The Academy's operations including its premises. Hazard identification, risk assessment and elimination and control implementation will be undertaken at the beginning of each term by the **Facilities Manager** to ensure that:

- Any foreseeable hazards that may arise in the workplace can be identified;
- The risk of harm arising from identified hazards can be assessed;

- Hazards can be eliminated where possible, or if this is not reasonable practicable, safety controls can be implemented to reduce the risk to as low as reasonably practicable; and
- Monitor and review the effectiveness and efficiency of controls.
- The Academy will conduct workplace health and safety inspections on a quarterly basis.

5. REPORTING AND INVESTIGATION PROCEDURE

- a) If any employee identifies a hazard or risk, they should report it to the Facilities Manager using the **Hazard Identification Form** which can be accessed from our website, intranet, student portal or from the reception.
- b) All incidents must be recorded and reported using the **Incident Investigation Form** which can be accessed from our website, intranet, student portal or from the reception.
- c) The Facilities Manager will:
 - i. Take immediate action to prevent any person being exposed to the hazard or risk.
 - ii. Conduct an investigation with the employee to:
 - ✓ identify the factors which may have contributed to the hazard or incident
 - ✓ assess the level of risk associated with the hazard and determine controls or actions to either eliminate the hazard or reduce the risk
 - ✓ implement risk controls
 - ✓ complete the investigation and correction action
 - ✓ monitor and review effectiveness of controls.

6. TRAINING AND INDUCTION

- a) All new employee, contractors and students will be required to undertake The Academy's orientation training prior to commencing work. A record of the orientation documentation will be kept on file as evidence.
- b) All visitors and contractors must be under the direct supervision and responsibility of an employee at all times.

7. REVIEW

In fulfilling the objectives of this policy, management is committed to regular consultation with staff to ensure that the policy operates effectively and that health & safety issues are regularly reviewed. The policy will be regularly reviewed through consultation at management and staff meetings or as required by legislative changes.

8. RESPONSIBILITY

- ❖ Principal
- ❖ The Facilities Manager
- ❖ All staff
- ❖ All students
- ❖ Contractors
- ❖ Visitors

9. ASSOCIATED DOCUMENTS

- ❖ Student Handbook
- ❖ Training and Assessment Strategies

10. RELATED STANDARDS

- ❖ Work Health and Safety Act 2011
- ❖ Work Health and Safety Regulation 2017
- ❖ Standards for RTOs
- ❖ National Code of Practice 2018
- ❖ ESOS Act 2000

Approved by: Jane Koch

Signature: *Jane Koch*

Date: 12/1/2018

Version	Created by:	Date created	Reason for update	Implementation date
1	Jane Koch	08/02/2015	Updated to reflect processes	08/02/2015
2	Jane Koch	19/03/2016	Updated to reflect processes	19/03/2016
3	Jane Koch	13/3/2018	Updated to reflect standards	19/3/2018

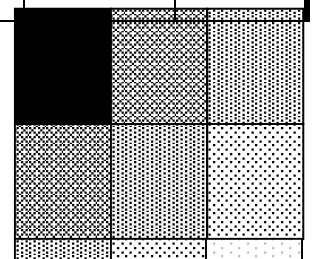
HAZARD IDENTIFICATION FORM

Area/Section:	Hazard Location:	Date:
Reported by:	Reported to:	
Task/Activity:	Date for Feedback:	

IDENTIFICATION	1.1. LIST ANY HAZARD OR POTENTIAL RISK TO PERSONNEL	
IDENTIFICATION	What is the HAZARD? <i>E.g.: Frayed electrical cord.</i>	Why is it a HAZARD? What could have happened? <i>E.g.: Could short circuit leading to electrocution.</i>
IDENTIFICATION		
IDENTIFICATION		

ASSESSMENT	WHAT IS THE POTENTIAL OF THE HAZARD/NEAR MISS																
ASSESSMENT	Steps (Select the description from the table) hurt someone 1. What could have been the result? (Consequence) 2. What is the chance this could happen again? (Probability) 3. Find the risk score at the intersection of your selected consequence and probability (<i>eg Fatality/disability x Very likely – Could happen regularly = 1</i>) The numbers show you how important it is to do something: 1 Top priority, do something immediately! 6 Low priority, do something when able.	For each Hazard Think about: How severely it could hurt someone How likely it is to hurt someone <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Kill /</td> <td style="text-align: center;">LTI</td> <td style="text-align: center;">First Aid</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> </table>	Kill /	LTI	First Aid	2	3	4	2	3	4	3	4	5	4	5	6
Kill /	LTI	First Aid															
2	3	4															
2	3	4															
3	4	5															
4	5	6															

CONTROL	WHAT SHOULD BE DONE TO LESSEN THE RISK?			
CONTROL	Proposed Action/s Include Short & Long Term Actions	By Whom	By When	Authoris ed
CONTROL				



PROPOSED ACTIONS				
REVIEW	The proposed actions will be reviewed by: Name: _____ Date: _____			
	Are proposed actions in place?	Yes	<input type="radio"/>	No (Comment): _____
	Are proposed actions minimising risk?	Yes	<input type="radio"/>	No (Comment): _____
	Has feedback been given to the person who reported the hazard?	No	<input type="radio"/>	Yes (Comment): _____

INCIDENT INVESTIGATION FORM

Incident details				
Name of person involved in the incident:			Date of incident:	
Location of incident:				
Incident investigation team:				
What task was being performed at the time of the incident?				
What happened? (e.g. 'employee tripped over box' or 'forklift hit wall')				
What factors contributed to the incident?				
Environment:		Equipment/materials:		
<input type="checkbox"/> Noise	<input type="checkbox"/> Layout / design	<input type="checkbox"/> Wrong equipment for the job	<input type="checkbox"/> Equipment failure	
<input type="checkbox"/> Lighting	<input type="checkbox"/> Dust / fume	<input type="checkbox"/> Inadequate maintenance	<input type="checkbox"/> Material / equipment too heavy / awkward	
<input type="checkbox"/> Vibration	<input type="checkbox"/> Slip / trip hazard	<input type="checkbox"/> Inadequate guarding	<input type="checkbox"/> Inadequate training provided	
<input type="checkbox"/> Damaged / unstable floor	<input type="checkbox"/> Other	<input type="checkbox"/> Other		
Work systems:		People:		
<input type="checkbox"/> Hazard not identified	<input type="checkbox"/> No / inadequate risk assessment conducted	<input type="checkbox"/> Procedure not followed / no procedure exists	<input type="checkbox"/> Drugs / alcohol	
<input type="checkbox"/> No / inadequate safe work procedure	<input type="checkbox"/> No / inadequate controls implemented	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Time / production pressures	
<input type="checkbox"/> Hazard not reported	<input type="checkbox"/> Inadequate training / supervision	<input type="checkbox"/> Change of routine	<input type="checkbox"/> Distraction / personal issues / stress	
<input type="checkbox"/> Other		<input type="checkbox"/> Lack of communication	<input type="checkbox"/> Other	
Corrective actions:				
Contributing factor (from above list)	What are we going to do to fix the problem?	Who	When	Completion date
Issue fixed?				
Name	Signature	Date		
Person involved in incident:				
Manager:				