

WHS POLICY AND PROCEDURE

Purpose

Sunbeam International College is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, Sunbeam International College is required to comply with relevant Federal, State and Territory laws, including that relating to Workplace Health and Safety.

The purpose of this policy is to ensure Sunbeam International College complies with the WHS Act 2011 and other regulatory requirements that are relevant to its operation and Scope of Registration

Scope

This policy applies to all staff, contractors, visitors and students.

Objective

This policy is implemented to ensure Sunbeam International College provides the necessary direction and support to ensure it meets its responsibility and accountabilities under the requirements of the workplace health and safety legislation and associated regulations and to provide clear guidelines for all workers, students, contractors and others in meeting their legal obligations.

Policy Details

Management

Will provide and maintain as far as possible:

- A safe working environment and safe systems of work
- Facilities for the welfare of all staffs, contractors and learners
- 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 and learners 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 Standard

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

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- 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 RTO Manager and senior staffs.

Workers

- Take reasonable care for his or her own health and safety at the Sunbeam International College
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons at the Sunbeam International College
- Co-operate with any reasonable policy or procedure of the Sunbeam International College relating to health or safety at the Sunbeam International College
- Follow directions from their teachers on WHS issues

Contractors

Any contractor whilst on the premises of Sunbeam International College

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

Visitors

Visitors are required to comply with

- All Sunbeam International College's policies and procedures whilst on the premises and report all accidents and incidents to the relevant employee as soon as reasonably practicable.
- In the event of an emergency, the visitor must follow the emergency evacuation procedures.

Work Health And Safety Consultation

- Sunbeam International College is committed to an effective consultation approach to work, health and safety management. Sunbeam International College will consult with its employees in implementing safety practice and systems that will ensure the health and safety of its stakeholders.
- Sunbeam International College 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. Sunbeam International College will ensure that it will make work, health and safety issues a standing agenda item at all meetings.

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- Sunbeam International College will also consult with its students through direct feedback to staff, teaching staff, regular surveys and email feedback.

Risk Assessment And Hazard Identification

- Sunbeam International College will ensure that it will undertake ongoing comprehensive hazard identification and risk assessments of all Sunbeam International College's operations including its premises. Hazard identification, risk assessment and elimination and control implementation will be undertaken by the Training 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 reasonably 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.
- Sunbeam International College will conduct workplace health and safety inspections every six months

Process and Procedure

- If any employee identifies a hazard or risk, they should report it to the Training Manager immediately.
- All incidents must be recorded and reported using the Incident Report Form which can be accessed and is available at the reception.

Training Manager will:

- Take immediate action to prevent any person being exposed to the hazard or risk.
- 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.

Training And Induction

- All new employee, contractors and students will be required to undertake Sunbeam International College's orientation prior to commencing work or study.
- All visitors must be under the direct supervision and responsibility of an employee at all times.

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Roles and Responsibility

All practices for Workplace Health and Safety are monitored by the CEO and areas for improvement identified and acted upon. All other staffs, contractors and students must adhere to this policy.

Related Forms

- Incident Report Form

Associated Documents

- Incident Report Form

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