

# Work Health and Safety Policy Statement

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## WHS POLICY STATEMENT OUTLINE

Purpose:	Arethusa College is committed to the work health and safety (WHS) and welfare of all its' employees and students, those contracted to perform work on its behalf and visitors to our premises. Arethusa College regards its' WHS responsibilities with the utmost importance and as such, resources are made available to comply with all relevant Acts and Regulations to ensure the Work is safe and to minimise risk to health.		
Scope:	All Arethusa College's managers and employees as well as contractors and visitors have a shared responsibility for contributing to the health and safety of all persons. The promotion and maintenance of health and safety issues, and the dissemination of WHS related information is primarily the responsibility of management. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and continually reviewing Arethusa College's WHS Program.		
Status:	Approved		
Authorised By:	Board Chair	Date of Authorisation	February 2022
References:	<ul style="list-style-type: none"> <li>• <i>WORKPLACE HEALTH AND SAFETY ACT 2011</i></li> <li>• <i>WORKPLACE HEALTH AND SAFETY REGULATIONS 2011</i></li> <li>• <i>WHS ROLES AND RESPONSIBILITIES POLICY</i></li> <li>• <i>IDENTIFICATION OF WORKPLACE HAZARDS POLICY</i></li> <li>• <i>HAZARDS REGISTER</i></li> <li>• <i>QLD SHORT FORM INJURY STATEMENT</i></li> <li>• <i>INJURY MANAGEMENT AND RETURN TO WORK PROGRAM</i></li> <li>• <i>HUMAN RESOURCES PROGRAMS AND TRAINING</i></li> <li>• <i>RECRUITMENT SELECTION AND PROCEDURES</i></li> <li>• <i>INDUCTION PROCEDURES</i></li> </ul>		
Review Date:	Yearly	Next Review Date:	February 2023
Policy Owner:	Equipping for Life Ltd		

## OBJECTIVES

This policy provides the framework for:

- The development of safe methods of work
- The achievement of a safe working environment
- The promotion of good health within the work force
- Reducing the number and severity of injuries in the Work
- Complying with all relevant Acts, Regulations, Standards and Codes of Practice.

## STRATEGIES

### **Risk Management:**

Arethusa College has established a documented WHS Program and a risk management system with procedures for identifying, assessing and controlling Workplace hazards. This risk management system has been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000.

### **Consultation:**

A WHS & Return-to-Work Co-ordinator has been appointed to provide an effective consultative mechanism. Employees are able to provide input into the WHS program. Management will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfil their WHS responsibilities.

## RESPONSIBILITIES

### **EFL Board Members & Officers:**

Each EFL /Board Member or Officer is required to ensure that this policy and the WHS program are developed and effectively implemented in areas under their control, and to support supervisors and hold them accountable for their specific responsibilities.

### **Principal:**

The Principal is responsible, and will be accountable for, taking all practical measures to ensure that the Work under their control is safe and without risks to health, and that the behaviour of all persons in the Work is safe and without risks to health.

The Principal will be held accountable for detecting any unsafe or unhealthy conditions or behaviour.

If the Principal does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to an Arethusa College Council Member or Officer with the necessary authority to effect a remedy.

## **Employees:**

All employees are required to cooperate with the WHS Program to ensure their own health and safety and the health and safety of others in the Work.

All employees will carry out their work according to the safe systems of work and use all plant, materials, tools and substances in the manner for which they are intended.

## **Volunteers, Contractors, Sub-Contractors and Visitors**

All volunteers, visitors, contractors and sub-contractors engaged to perform work on Arethusa College's premises are required, to comply with Arethusa College's WHS Program and to observe directions on health and safety from Arethusa College's staff. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

## **WORK HEALTH AND SAFETY PROGRAM**

Arethusa College is committed to the effective implementation of its WHS Program and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of WHS including, but not limited to:

- WHS training and education for all employees – general and hazard specific
- Work system and procedure design, Work design and standard work methods
- Changes to work methods and practice
- Emergency procedures and drills
- Provision of WHS services, equipment and facilities
- Work inspections and safety plans
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to employees, contractors, sub-contractors and visitors.

## **EVALUATION**

Arethusa College is committed to the establishment of measurable objectives and targets for WHS to ensure continuous improvement aimed at the minimisation of work-related illness and injury.

The effectiveness of Arethusa College's WHS & Risk Management Program will be measured by the:

- Effective identification of hazards.
- Effective development and implementation of safety plans; and
- Decrease in lost time due to illness and injury, and a resulting reduction in premiums.