

## WORKPLACE HEALTH AND SAFETY POLICY

<b>Name of Policy:</b>	Workplace Health and Safety Policy
<b>Applicability:</b>	All Northwest Staff and Students
<b>Original Issue date:</b>	11 November 2012
<b>Current Version approval:</b>	February 2020
<b>Next review:</b>	February 2021
<b>Related policies:</b>	Various
<b>RTO:</b>	91781
<b>CRICOS Provider Number:</b>	03256G

### 1. POLICY STATEMENT

Northwest is committed to providing a safe and healthy work environment for all employees, students, contractors and visitors. It is the policy of Northwest to make every reasonable effort to prevent accidents, protect employees, students, contractors and visitors from injury. Also, to promote the health, safety and welfare of all, the college will make available appropriate resources to ensure that it complies in all respects with relevant Workplace Health and Safety (WHS) legislation, and to ensure that the workplace is a safe and healthy place.

### 2. PURPOSE

The purpose of this policy is to ensure that Northwest complies in all respects of the WHS legislation including the Work Health and Safety Act, 2011, and to ensure that the workplace is a safe and healthy place. The CEO is responsible for the issuing of this policy; the Administration Officer is responsible for the implementation of this policy.

### 3. PROCEDURE

- Any person can immediately report urgent or immediate risk issues to reception or in extreme matters call 000
- In the case of death or serious injury involving the workplace – Police, Ambulance and CEO are to be advised immediately
- For non urgent matters contact reception or Administration Manager
- Administration Manager will implement non costly and easily remedied solutions
- For higher level issues or multiple options, Administration Manager will review issues and provide options to the CEO for approval
- Administration Manager will implement the approved measures.

3.1 Workplace Health and Safety is the responsibility of the Administration Manager as the workplace has less than 20 employees.

3.2 The Administration Manager represents management of Northwest and can coordinate consultation with employees on occupational health and safety issues.

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3.3 Staff at any time can raise issues to be addressed and if urgent or a hazard is present have any senior staff attend to prevention measures.

3.4 WHS revision is ongoing. The Administration Manager will review any request forwarded by email and monitor issues reported at least monthly.

3.5 The Administration Manager will implement readily available solutions and take any serious or expense actions with recommendations to the CEO who will make a final approval of actions when required.

#### 4. WORKPLACE HEALTH AND SAFETY PROGRAM

The Administration Manager, in consultation with workplace users is committed to a regularly review activities and procedures and the workplace. Areas include all aspects of occupational health and safety including:

- WHS training and education required
- review of work design, workplace and standard work methods
- changes to work methods and practice, including those associated with technological change
- safety rules
- emergency procedures and drills –Evacuation drills are done by induction and Orientation staff and annually by Building Management staff
- provision of WHS equipment, services and facilities
- workplace inspections and evaluations
- reporting and recording of incidents, accidents, injuries and illnesses; and
- provision of information to employees/students.

##### 4.1 Responsibilities of CEO, Administration Manager and Northwest staff:

- identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property
- ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced
- encourage consultation in addressing safety issues
- design, purchase, install and maintain a safe site and machinery
- develop and implement safe systems of work
- provide adequate safety information, training and supervision
- ensure that the workplace under their control is safe and without risks to health
- identify any unsafe or unhealthy conditions or behaviour
- ensure that the behaviour of all persons in the workplace is safe and without risks to health
- attempt to remedy all problems relating to occupational health and safety.

##### 4.2 Responsibilities of contractors and students:

- adhere to safe work practices, instructions and rules
- immediately report any unsafe work condition or equipment to management
- not misuse, damage or interfere with anything provided in the interest of occupational health and safety
- perform all work duties in a manner which ensures individual health and safety and that of all other employees/contractors/students

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- encourage fellow employees/contractors/students to create and maintain a safe and healthy work environment
- co-operate with all other employees/contractors/students to enable the health and safety responsibilities of all employees be achieved
- Report to the Administration Manager or Reception any unsafe work conditions or equipment or to suggest improvements. Urgent unsafe or risk issues report immediately to reception
- Provide an incident report should an injury occur to a student, staff member or visitor whilst on Northwest premises. This applies to near miss incidents.

## 5. Reference

- Education Services for Overseas Student (ESOS) Act
- National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2018
- SRTO 2015
- Work Health and Safety Act, 2011

## 6. Revision history

Revision	Date	Description of modifications
1	April 2010	Original
2	Mar 2011	Updated
3	Sept 2015	Review, update of legislation
4	Aug 2018	Reference to National Code 2018
5	Feb 2020	Annual review, update