

# Workplace Health and Safety (WHS) Policy

RSY-HR-PY-v2.0-Workplace Health and Safety (WHS) Policy

### Document History

Version	Date of Review	Date of Approval	Change(s)
1.0		Aug 2013	Initial document
2.0		23 Feb 2018	Contents of the policy have been reviewed.

Approved by: **College Council** on **23 February 2018**

### Distribution List

To: All RCDC Staff  
All RCDC Students

Cc: Chair, Council



## Table of Contents

1. Policy .....	5
2. WHS Consultation .....	5
3. Risk Assessment and Hazard Identification .....	5
4. Responsibilities.....	6
5. Related Documents .....	7

## 1. Policy

Raffles College of Design and Commerce (RCDC) is committed to providing a work environment that complies with all relevant Acts and Regulations governing health and safety. It is the intention of RCDC to ensure, so far as is reasonably practical, that all employees, students, contractors and visitors are safe from injury and risks to health while at the workplace and/or while undertaking work-related activities.

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

RCDC will take all reasonable care to:

- implement and maintain safe systems of work;
- undertake risk management activities to identify, eliminate and/or manage risks in the work place;
- provide and maintain safe systems for the use, handling, storage of equipment and hazardous substances;
- consult with employees to enhance the effectiveness of this Policy.
- provide appropriate WHS training, information, instruction and supervision for all employees and students;
- provide adequate resources, including finances, to facilitate the company's WHS responsibilities;
- comply with WHS Legislation, Regulations and relevant Australian Standards.

## 2. WHS Consultation

RCDC is committed to an effective consultative approach to WHS management. RCDC will consult with employees in implementing safety practices and systems that will ensure the health, safety and welfare of all relevant stakeholders.

## 3. Risk Assessment and Hazard Identification

The identification of hazards, assessing risks, controlling risks and reviewing control measures will be undertaken in the workplace.

Hazard identification, risk assessment and elimination and control will be conducted so 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
- the effectiveness and efficiency of controls can be monitored and reviewed.

WHS inspections of each work area will be conducted on a quarterly basis and reports submitted to the Senior Management Committee, Quality, Audit and Risk Committee, and Council.

All new employees and contractors will undertake an RCDC induction prior to starting work.

All visitors, volunteers, work experience students and any other person in the workplace not already with employee or contractor status must be under the direct supervision and responsibility of an employee at all times.

## 4. Responsibilities

The **Council** has ultimate responsibility for the Company's WHS performance, and in particular in providing leadership, support, direction and resources to ensure that the Company meets its commitments to Workplace Health and Safety.

Members of the **Senior Management Committee** will implement the RCDC WHS policy into the workplaces for which they are responsible. They will ensure that the workplace and equipment are maintained in a condition that effectively controls health and safety risks. They will also ensure that employees, students and visitors are provided with adequate information, instruction, supervision and training required to promote a healthy and safe environment.

**Program Directors and Managers** are responsible for ensuring that:

- their area of responsibility complies with relevant WHS legislation, regulations and standards and their work area(s) are without risk to health and safety of employees and students;
- safe systems of work are implemented and used;
- appropriate resources are made available to meet the Company's WHS responsibilities;
- WHS issues are addressed as they arise;
- all hazards and incidents are reported and that corrective actions are implemented in a timely manner;
- all employees, contractors and visitors are aware of this Policy and their responsibilities defined herein, and adhere to all safe work procedures;
- WHS consultative and communication mechanisms are established as required; and all employees have undertaken the required WHS induction training as required.

**Employees** are responsible for:

- adhering to all WHS policies and procedures and cooperating with their supervisors in the implementation of WHS management systems and in other WHS matters in general;
- ensuring that their work area is without risk to the health and safety of themselves and others; completing their work in the safest manner possible and performing their activities in a manner that does not risk harm to themselves or others;
- promptly reporting any workplace accidents, incidents and/or hazards; and
- completing all training in WHS as required.

Employees with specific teaching responsibilities must ensure that WHS is also incorporated into their teaching activities. This includes such activities as:

- undertaking risk assessments on all field trips and excursions prior to commencement of these activities;
- ensuring their work area(s) are without risk to health and safety of students; ensuring that students are provided with and adhere to all WHS policies and safe work procedures; and
- ensuring that all hazards and incidents are reported and that corrective actions are implemented in a timely manner.

**Students** are responsible for following directions from staff and contractors on WHS issues, working in as safe a manner as possible; complying with company WHS policy and procedures; and reporting any hazards, risks or incidents as they are identified.

**Contractors** while at Raffles will comply with all applicable legislation and regulatory requirements and with RCDC WHS policies and procedures; and are responsible for taking reasonable care whilst on RCDC property and cooperating with actions taken to protect, the health and safety of themselves and others.

**Visitors** are required to comply with all RCDC policies while at RCDC and should report all accidents and incidents to an employee as soon as possible; and in the event of an emergency must follow the emergency evacuation procedures.

The **Safety Officer** is to assist Senior Management, Program Directors and Managers to fulfil their health and safety responsibilities. Specifically the Safety Officer is responsible for:

- conducting regular internal workplace inspections in conjunction with the Human Resources Consultant;
- monitoring and assessing hazardous and unsafe situations and developing measures to assure safety;
- reviewing injury, incident and hazard reports, investigating where appropriate, and taking appropriate action to achieve safe working and prevent recurrences.

The **Human Resources Consultant** in conjunction the **Principal** are accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation and for ensuring that all relevant managers are made aware of this policy and procedure.

## 5. Related Documents

- Injury Management and Return to Work Policy
- Injury, Incident and Hazard Reporting Guidelines
- Injury, Incident and Hazard Reporting form
- Risk Management Framework