



**POLICY 5.9
Health &
Safety**

Ratified at Board Meeting	25th June 2020
Next Review Due	2023

RATIONALE:

The Board is committed to providing and maintaining a safe and healthy workplace and to providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace. The Board is responsible for ensuring health and safety procedures are developed and implemented, however, employees need to be aware of their responsibilities and comply with the Board's Health and Safety Policy and College Procedures.

DELEGATIONS:

The Board delegates to the Principal as Officer, responsibility to:

- Develop and implement health and safety procedures;
- Ensure employees have the information they need in order to comply with policy and procedures.

GUIDELINES:

The Board will, as far as is reasonably practicable;ⁱ comply with the provisions of legislation dealing with health and safety in the workplace, by:

- providing a safe physical and emotional learning environment.
- ensuring a health and safety strategy/plan is in place and engagement and consultation with workers and the College community on the strategy occurs.
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the College, and comply with the Sale and Supply of Alcohol Act 2012.
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards.
- ensuring there is an effective method in place for identifying, assessing and controlling hazards. This includes recording and investigating injuries and reporting serious harm incidents.
- having a commitment to a culture of continuous improvement.

The Principal, as Officer has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligationsⁱⁱ
- take all reasonable steps to protect students, staff and visitors to the College from unsafe or unhealthy conditions or practices
- ensure that the staff code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place

- promptly respond to any complaints of discrimination or racial or sexual harassment, in accordance with Policy 3.1 Concerns and Complaints
- provide a smoke free and vape free environment
- ensure a risk analysis management system (RAMS) is in place and carried out in line with EOTC Policy guidelines for overnight stays/camps/visits
- consult with the community and Proprietor every two years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the Board Chair of any emergency situations as soon as possible
- ensure all employees and other workers at the College will take reasonable care to:
 - cooperate with school health and safety procedures
 - comply with the health and safety legislation, duties of workers
 - ensure their own safety at work
 - promote and contribute to a safety conscious culture at the College.

¹ **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

² know about work health and safety matters and keep up-to-date, gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations, ensure the PCBU has appropriate resources and processes to eliminate or minimise those risks, ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information, ensure there are processes for complying with any duty, and that these are implemented, verify that these resources and processes are in place and being used.

PROCEDURES / SUPPORTING DOCUMENTATION:

School Procedural Document (*relevant sections listed below*):

- | | |
|---|---------------------------------------|
| • Student Behaviour Management | • Sun protection (sun smart) |
| • Transport of Students | • Food and nutrition |
| • Hazard Identification / Risk Management | • Before and after school supervision |
| • Incident / Accident Register | • Traffic / Bus Safety |
| • First Aid and administering medication | • Alcohol, Vaping, Smoking and Drugs |
| • Student Wellbeing / Pastoral Care | |

Staff induction pack

Strategic Plan

College Enrolment Pack

College Website / Newsletters

Community Code of Conduct (under development)

Related Policies:

Policy 1.4 Education Outside the Classroom (EOTC)

Policy 5.7 Digital Technology

Policy 3.1 Concerns and Complaints

Policy 5.12 Child Protection

Policy 3.3 Good Employer

Policy 5.14 Traumatic Incident

Policy 5.5 Code of Conduct

Policy 5.16 Student Attendance

ASSOCIATED LEGISLATION:

[Health and Safety at Work Act 2015](#)

[Sale and Supply of Alcohol Act 2012](#)

[Smoke-free Environments Act 1990](#)