



St. Albert's College

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OCCUPATIONAL HEALTH & SAFETY POLICY

1. PREAMBLE

St. Albert 's College believes in the dignity and sacredness of each person in the college community. We therefore seek to provide an environment that will foster the growth of the whole person - spiritually, socially, emotionally, intellectually and physically.

OH&S at St. Albert 's is concerned with all people who are involved with the college community, whether at work, living, learning or socialising. It concerns itself with both their physiological and psychological health, safety and welfare. OH&S is a process which develops safe systems of work, living, learning and operating at St. Albert's College and is therefore involved in all facets of college life - the environment, the design and planning of work, living and learning, the ways in which work and living is done and the machines and equipment used by people at the college.

OH&S is the responsibility of both the college management and all of its employees, students and visitors. In fact the people working and living at St. Albert 's are best placed to work and live co-operatively to create and maintain a safe, healthy and caring college environment.

The *NSW Occupational Health and Safety Act 2000* and the *Occupational Health and Safety Regulation 2001* sets the standard that is required to be achieved and that is, that the college is free of risk and that requires St. Albert's College to take all reasonable care for the health and safety of all of its community members.

The OH&S Regulation 2001 defines two terms:

1 **HAZARD**

A hazard is anything (including work practices and procedures) that has the potential to harm the health or safety of a person

2 **RISK**

A risk is the chance of something happening that will have a negative impact on the health or safety of a person

Thus:

Risk = Probability of an occurrence x Consequences of the occurrence

2. POLICY

St. Albert 's College will implement "Risk Management" procedures to ensure the college is free of risk for all members of the college community. This will be achieved by the college managing the risks associated with all aspects of operating St. Albert 's College.

The objectives of the process will be:

- 1 To encourage a safe place of work and living
- 2 To promote the co-operation of all members of the community in creating a risk free environment
- 3 To promote safety by identifying hazards and carrying out risk assessments involving consultation with employees, students and other community members
- 4 To ensure that safe working and living practices exist within the college, with the aim of eliminating or reducing risks to staff, students or visitors
- 5 To monitor OH&S procedures and the work and living practices within the college

3. PROCEDURES

1. THE COLLEGE'S OH&S OFFICERS and COMMITTEE

The *Occupational Health and Safety Act 2000* requires the college to either elect or appoint an OH&S committee encompassing employer and employees from a cross section of working areas within the college. Or the college may nominate an OH&S Officer if the majority of staff agrees to this.

To help co-ordinate both the management of risks involved in student and support areas St. Albert 's College has two staff members with direct OH&S responsibilities. These are the Dean of Students and the College Secretary.

The OH&S Officers' role is to manage the OH&S process and achieve better OH&S outcomes for the college, which should result in a safe living and working environment for both by staff and students.

I. DEAN OF STUDENTS

The role of the Dean is:

- 1 Advising the Master of any matters relating to OH&S and the students
- 2 Consulting with staff / students and investigating procedures or issues needing OH&S resolution
- 3 Establish teams to carry out "Risk Assessments" with relevant students, staff and community members in relation to whole college activities, student activities and student issues
- 4 Making recommendation to the Master on possible action in relation to OH&S procedures and issues that have been ranked in a "Risk Assessment"
- 5 Supervising and monitoring whole college activities and student issues
- 6 Supervising a whole college approach to OH&S matters, including:
 - a OH&S training and education of student leaders
 - b Inducting new leaders on OH&S matters
 - c Safe work practices
 - d Safety rules for students and staff
 - e Emergency procedures and drills
 - f Recording of incidents, accidents, injuries and illness
 - g Provision of OH&S information to students

II. COLLEGE SECRETARY

The role of the College Secretary is:

- 1 Advising the Master of any matters relating to OH&S and the staff
- 2 Consulting staff and investigating actions or issues needing OH&S resolution
- 3 Establishing teams to carry out "Risk Assessments" with relevant staff and community members in relation to staff activities, procedures and contractors
- 4 Making recommendation to the Master on possible action in relation to OH&S procedures and issues that have been ranked in a "Risk Assessment"
- 5 Supervising and monitoring support staff procedures and contractors
- 6 Supervising a whole college approach to OH&S matters, including:
 - a OH&S training and education of staff
 - b Inducting new staff on OH&S matters
 - c Safe work practices
 - d Safety rules for support staff and contractors
 - e The provision of OH&S equipment, services and facilities
 - f Workplace inspections and evaluation
 - g Reporting of incidents, accidents, injuries and illness
 - h Provision of OH&S information to staff
- 7 Ensure that the Maintenance and Administration areas maintain a current "Register of Hazardous Substances" in their work area
- 8 Maintain a current copy of each "Register of Hazardous Substances", which can be made available to the emergency services
- 9 Maintaining all OH&S Records, including Hazard Reports, Risk Assessment Reports, WRAC Forms and Accident, Illness, Injury Reports

III. OH&S COMMITTEE

The students and staff are encouraged to co-operate in making the college a risk free environment by either joining or supporting the formation and operation of the college's OH&S Committee.

The college OH&S committee will consist of 4 members:

- The 2 college OH&S Officers
- A representative of the college staff
- A representative of the RST

The role of this committee is to:

- 1 Assist in the development of an appropriate recording system of hazardous situations and accidents
- 2 Assist in the development of a safe college environment and safe systems of operation, by:
 - Carrying out site inspections
 - Recommending the need for Risk Assessments in the college
 - Overseeing the Risk Assessments carried out in the college
 - Prioritising the recommendations for action

- 3 Monitoring the measures taken by the college to ensure the college is free of risk, by:
 - Monitoring the safe work and living practices at the college
 - Monitoring the actions carried out as a result of a Risk Assessment
- 4 Making recommendations to the Master that will ensure the health and safety of the members of the college's community
 - Recommending changes to the College's OH&S Policy
 - Recommending action as the result of a Risk Assessment

Thus the committee seeks to advise the Master on Health and Safety issues through effective consultation.

The OH&S committee should meet at least twice a term.

4. GENERAL STAFF RESPONSIBILITIES

The promotion and maintenance of Occupational Health and Safety is mainly the responsibility of management and the student leadership. Both College Senior and Middle Management and Student Leaders are required to contribute to the management of risks, to ensure a risk free college.

I. Senior / Middle Management (Master, Dean, Bursar, Catering Manager, Head of Housekeeping and Head of Maintenance) and Student Leaders

All levels of management and leadership are required to and will be held accountable for:

- a Ensuring that this policy, procedures and checklists are effectively implemented in their areas of control
- b Supporting students and staff in their safe work and living practices
- c Holding staff and student leaders accountable for their specific responsibilities and their general duty of care for students and other members of our community
- d Identifying procedures within their areas of responsibility, which have hazards
- e Establishing "Risk Assessment" teams to manage risks, within their areas of responsibility
- f Taking prompt remedial action to eliminate any unacceptable risk for which they have the necessary authority
- g Making recommendations to the Master, on action to eliminate or mitigate other risks

II. All Staff and Students

The *NSW Occupational Health and Safety Act 2000* requires each student and staff member to cooperate with these OH&S Policy and Procedures to ensure the college is free of risk.

All students and staff are responsible for:

- a Taking all reasonable care while living or working at college and participating in its activities, to ensure the health and safety of themselves and others
- b Assisting in the effectiveness of the college's OH&S Committee
- c Assisting in carrying out "Risk Assessments" in their area of expertise
- d A duty of care to other members of the college community, by taking all reasonable and practical measures to ensure that:
 - The college area under their control is safe and without risk
 - The behaviour of all persons, under their responsibility, in the college is safe and without risk
 - They follow all safe work and living practices
- e Detecting and reporting any unsafe or unhealthy condition or behaviour. If the staff member or student does not have the necessary authority to fix a problem, he/she will be required to report

the matter promptly, together with any recommendations for remedial action to either of the college's OH&S Officers

f Reporting any accidents or incidents that put members of the college community at risk

III. Contractors and Sub Contractors

All contractors and sub-contractors engaged to perform work on the college premises are required, as part of their contract, to comply with the OH&S Policies and Procedures of the college. They are to observe directions on health and safety from designated officers of the college and failure to comply with or observe a direction may be considered a breach of the contract.

5. OH&S PROCEDURES

The following procedures are part of the St. Albert 's College OH&S Policy:

- 1 Notification of Potential Hazards
- 2 The Risk Assessment Process
- 3 Student Activities
- 4 Provision of First Aid and Medication
- 5 Reporting Accidents and Injuries
- 6 Fire Safety
- 7 Procedures in the event of a Bomb Threat
- 8 Critical Incidents
- 9 Evacuation Procedures
- 10 College Grounds and Maintenance
- 11 Kitchen and Dining Room
- 12 Rehabilitation of Injured Workers
- 13 Code for Contractors

6. DURATION

This policy comes into effect in May 2006 and will be reviewed by April 2009.