POLICY

Hays International College Pty Ltd (HIC) is committed to meeting its obligations under the Occupational Health and Safety (Commonwealth Employment) Act (the OH&S Act). It is committed to providing a safe and healthy workplace and eliminating any conditions or hazards that could result in personal injury or ill health, and the most efficient and effective way to reduce the human and financial costs associated with environmental and work-related injury and illness is through a strategic focus on prevention. Therefore HIC will do all that is reasonably practicable to ensure healthy and safe working practices, including ongoing raising of communication and awareness, active reporting of hazard and incidents, continuous learning from experience and flexible decision-making in managing workplace and environmental risks.

HIC is committed to creating and maintaining an environment, where staff and students function cooperatively, to ensure a safe and healthy workplace and environment is provided for all staff, students, visitors and third parties. Continuously improving our OH&S management and performance makes good business sense, and provides benefits to all while minimising the risk of injuries and illnesses. Staff and staff are required to cooperate fully with management on health and safety matters and are not to interfere with or misuse anything provided in the interest of OH&S. They are responsible for their personal safety and that of others who may be affected by their acts or omissions.

CRICOS Number 02790D
Provider Number 21838
Objectives

HIC seeks to improve OH&S performance by monitoring trends, initiating pro-active risk management strategies and providing training and resources to keep hazards to the minimum practical level. HIC will encourage a workplace culture of prompt reporting of incidents, hazardous situations and dangerous occurrences and will ensure swift investigation and appropriate remedial action is taken.

HIC and its staff will benefit through:

- increased morale and job satisfaction;
- reduced personal illness or injury and associated pain, suffering and potential loss of income;
- increased awareness and staff involvement in matters affecting health and safety – including better understanding of their roles and obligations;
- increased specific knowledge and skills related to work systems and processes relevant to individual jobs;
- improved productivity through reduced lost time and better organisational outcomes;
- less unscheduled leave;
- reduction in the resources required for injury/illness case-management; and
- lower cost of workers’ compensation insurance premiums.

Ongoing Workplace OH&S Management

HIC will ensure the management of the OH&S Policy by continuing to adapt work practices and effective and appropriate use of resources which prevent workplace injury or illness and promote the protection of the health, safety and well being of staff and students, visitors and third parties.

To implement this approach HIC will ensure:

- the commitment, leadership and accountability of senior managers in all OH&S matters;
- the opportunity for active involvement of each individual in health and safety matters in the workplace;
- the provision of appropriate information, instruction and supervision to enable all staff to fulfil their OH&S responsibilities and maintain a safe working environment;
- to continue to implement OH&S systems that identify and eliminate hazards and risks, for the prevention of workplace injury and illness of staff, visitors and other persons at or near the HIC workplace;
- the thorough and systematic conduct of risk identification, risk assessment and risk control in all workplaces;
- monitoring and evaluation of OH&S procedures and systems to assess HIC’s performance and
ompliance with the OH&S Act; and
- the analysis and reporting of injuries, illnesses and hazards;
- return to work options for staff who have sustained an injury or illness;
- the current delivery methods of OH&S learning opportunities in terms of content, audience, frequency and accessibility;
- the content and application of all current OH&S-related policies, and the development and implementation of additional policies as required;
- the health and safety requirements in equipment and service purchases; and
- the requirement for OH&S to be considered in task and project planning.

Development and Review of Policy

This Policy had been developed in consultation with staff and where requested, their nominated representatives. The Policy will be reviewed annually and amended as required. It is the joint responsibility of HIC managers, staff and involved students to cooperate and participate in the development, implementation and review and refinement of this Policy. This will ensure that a high standard of health and safety is maintained in HIC.

Senior management within the HIC acknowledges that management has the primary legal responsibility for the health and safety of the people who work under their direction. Senior management will make sure that OH&S responsibilities are appropriately defined and delegated, and that managers and supervisors receive the necessary training and resources to carry out these responsibilities.

All managers at the HIC are required to provide and maintain a working environment that is safe and without risk to health. To carry out this responsibility, managers must:

- Implement HIC OH&S policies and procedures effectively.
- Identify and assign occupational health and safety duties to appropriate staff.
- Consult with staff and take account of their views in decisions that impact on their health, safety and welfare at work.
- Regularly review and update OH&S arrangements for activities such as purchasing, training, hazard management, first aid, emergency action and evacuation so that they continue to meet the HIC’s OH&S needs and responsibilities.
- Develop annual OH&S improvement plans for their areas of responsibility.
- Inform, train and supervise HIC staff to enable them to understand and follow safe working procedures.
- Investigate and report on all OH&S incidents and accidents so that weaknesses in the HIC’s OH&S
system are identified and corrected.

- Keep up to date with developments in OH&S legislation and standards that impact on their work area.
- Inform all contractors engaged to carry out work for the HIC of the safety standards expected of them, and monitor their performance to ensure they meet these standards in the way they carry out their work.
- Advise suppliers of equipment and services of the safety standards expected of them, and ensure that the equipment meets appropriate standards and legislative requirements.
- Monitor current OH&S performance and strive to achieve a steadily improving standard of OH&S performance.

Staff

Staff of HIC has a legal responsibility to actively contribute towards maintaining a healthy and safe workplace.

To do this staff must:

- Work safely at all times to protect their own health and safety, and the health and safety of everyone with whom they work, and any other person who is at HIC.
- Report to the Director or OH&S representative any hazards they encounter in their working day.
- Cooperate with all safety programs being implemented by the HIC, and follow specified safe systems of work.
- Participate in OH&S consultation and training initiatives, and use personal protective equipment and clothing that is specified for their work and supplied by the HIC.
- Management of the HIC seeks the cooperation of all staff in realising our OH&S objectives and in creating a healthy and safe working environment.

Students

Students also have a responsibility to actively contribute towards maintaining a healthy and safe study environment.

To do this, students must:

- Function safely at all times to protect their own health and safety, and the health and safety of everyone with whom they are with, and any other person who is at HIC.
- Report to their teacher or course co-coordinator or OH&S representative any hazards they encounter in their working day.
- Cooperate with all safety programs being implemented by the HIC, and follow specified safe systems of HIC.
Participate in OH&S awareness training that commences every unit of study and use personal protective equipment and clothing that is specified for their course studies and supplied by the HIC.

**Students undertaking Work Placement**

Students entering the workplace through work placement or on the job training, are less familiar with the workplace environment and so may be more susceptible to specific hazards, and less aware of their rights and responsibilities. Therefore, it is important that the students acquire the necessary OH&S skills to prepare them for the workplace.

A student needs to undertake an appropriate OHS induction programme before the work placement commences. This can be done through the OH&S unit of study, but it should also be addressed in the pre-placement training days. It should be ensured that students have an understanding of:

- their role, rights and duties under OHS legislation, including the right to be consulted about OHS matters that directly affect them
- the obligation the employer has to ensure a healthy and safe workplace for the student and fellow workers, including providing Personal Protective Equipment (PPE) where appropriate
- what to do in an emergency situation and evacuation; and who to contact at HIC
- what a hazard is, and the potential a hazard has to cause death, injury or disease
- how the risks from workplace hazards are identified, assessed and controlled, and the role that students may play in identifying hazards
- the procedures for students to follow if they become aware of any hazards
- the reporting of OHS matters such as accidents, incidents and injuries
- how to access first aid and how to complete hazard/incident report forms
- the meaning of the colours and symbols of OHS signs and the importance of complying with them
- manual handling
- slips, trips and falls
- what is appropriate behaviour for persons in the workplace and what is inappropriate behaviour, such as workplace violence and bullying
- the tools and equipment that they are not permitted to use and the activities they must not engage in
- the right to refuse to undertake work activities if they consider them to be unsafe
- the way to communicate their OHS concerns to their workplace mentor, trainer/work placement coordinator.
Assessing the Workplace as Suitable for Work Placement Students

In assessing whether the workplace is suitable for a work placement student, HIC trainers / coordinators should:

- Contact the placement host and discuss workplace safety to determine what types of health and safety risks exist in the workplace and how these risks are managed. If possible, educators should conduct a workplace visit or obtain the workplace OH&S policy.
- Review the records of previous student placements (where applicable) to determine if the workplace has ensured a safe working environment for students in the past.
- Establish a communication system involving the student, host employer and the student’s placement co-ordinator.
- Ensure that students receive general OHS training before being placed with host employers.
- Consult with the host employer to ensure all relevant induction and training is covered.

Assessing the Suitability of the Work Place

There are a number of considerations that both employers and trainers will need to take into account prior to the work placement:

- Does the workplace have a documented OHS policy, developed in consultation with employees, stating a commitment to a safe workplace?
- Is there a process for consulting with all employees on OHS matters and enabling employees to report hazards?
- Is there a specific induction programme for workplace students and does it include training on evacuation and emergency procedures, and safe and correct work practices, including the use of lifting machines?
- Are all foreseeable hazards that may cause injury to work placement students and other workers identified and controlled?
- Are records of previous student placements including time spent at the workplace, details of induction, training, incidents and injuries reviewed?
- Does the workplace have sufficient staffing resources to provide skilled and close supervision that students on a work placement are likely to require?

After the Work Placement

At the end of the work placement it is recommended that the student participate in a post placement debriefing with other post placement students. This will provide the educational authorities with more information about the health and safety of the different workplaces for future work placement students. Any OHS issues should be recorded for future reference.

This procedural guideline describes how to undertake occupational health and safety (OHS) workplace inspections and how to prepare Safety Management Plans.
ELIGIBILITY

These guidelines apply to all employees of Hays International College (HIC).

BACKGROUND

The purpose of conducting workplace inspections is to help to identify hazards in the workplace and to either eliminate the hazards or reduce the risk of injury from them. Regular inspections can be the key to the prevention of workplace accidents and incidents.

The Safety Management Plan is an important management tool for OHS and outlines the organisational unit’s key OHS activities for the coming twelve months. This plan may include physical hazards identified during the workplace inspections but may also include larger issues such as Manual Handling or policies and procedures. The Safety Management Plan should also identify any training requirements to ensure all employees have the necessary skills to perform their role without risk to their health and safety.

Both the OHS workplace inspections and the Safety Management Plan are designed to ensure all areas of CSU are able to translate their ‘duty of care’ under OHS legislation into the management of risk.

CONSULTATION WITH EMPLOYEES

An important element of successfully implementing OHS workplace inspections and Safety Management Plan involves both meaningful consultation and effective communication aimed at achieving commitment from all areas and levels within each organisational unit. Managers need to plan for how consultation will be achieved and how ideas and actions will be communicated.

CONDUCT OF OHS WORKPLACE INSPECTIONS

- Directors / co-ordinators of facilities that are shared need to arrange for the assignment of investigation responsibilities to ensure that duplication of effort does not occur. Using a joint team with members from each area, or rotating the responsibility for the conduct of the inspection between areas are possible methods for managing shared facilities.

- Directors / co-ordinators should enlist the aid of the staff to assist in the conduct of inspections. Where relevant, these assistants may be chosen for their knowledge or expertise in particular areas. The number of persons needed to carry out an inspection is generally limited to about three (3) persons, but the staff carrying out the inspection may be rotated to ensure the involvement of as many employees as possible in the workplace inspection program over a number of years.
Directors / co-ordinators are encouraged to use and develop workplace inspection checklists to enable efficient inspections of workplaces to be conducted. The aim is to develop checklists specific to particular facilities or operations.

OHS Committees have a legal right to inspect workplaces and may schedule this activity. Directors / co-ordinators may find it beneficial to conduct inspections with OHS Committee members, and should keep in contact with their representative on the committee.

The purpose of a workplace inspection is to detect hazards and as such the inspection should not deteriorate into an exercise in simple ‘nit-picking’. The approach of the inspection team should be more to determine that everything is satisfactory rather than to determine how many things are wrong.

Items identified during the inspection need to be rectified and the workplace inspection action sheet is the document designed to assist this process. Regular reviews are necessary to ensure that the required actions are being undertaken and the identified problems rectified.

Once all the hazards have identified during the inspection they will need to be prioritised for rectification.

**PRIORITISING PROBLEMS**

The purpose of prioritising OHS issues is to ensure that serious problems are dealt with immediately, regardless of cost. The Hazard Scale in Clause 7 (adapted from Work Cover VIC) will help to prioritise the hazards within the workplace. In order to prioritise the issues:

- determine the severity of the hazard. What would happen to the person if an accident happened because of this hazard? Would they be killed, severely injured, would time off work be needed or would first aid be appropriate? Select the most severe outcome for each hazard; and

- determine the likelihood of this accident happening. You must decide if the likelihood is very likely, likely, unlikely or very unlikely.

- Serious hazards (denoted ‘S’) require immediate action regardless of impact on the operations of the workplace.

- ER indicates that a risk is easily resolved and, as such, should receive immediate attention, eg moving boxes that have been stacked in front of an exit.
All risks in between the two extremes above are prioritised as Priority 1 – Priority 5 (‘P1-P5’) and should be dealt with as quickly as possible, with Priority 1 being the highest.

HAZARD SCALE

<table>
<thead>
<tr>
<th>SEVERITY</th>
<th>LIKELIHOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Could it hurt someone? OR How ill could it make someone?</strong></td>
<td></td>
</tr>
<tr>
<td>Very likely</td>
<td>Likely</td>
</tr>
<tr>
<td>Could happen any time</td>
<td>Could happen sometime</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Very unlikely</td>
</tr>
<tr>
<td>Could happen, but very rarely</td>
<td>Could happen, but probably never will</td>
</tr>
<tr>
<td>Kill or cause permanent disability</td>
<td>S</td>
</tr>
<tr>
<td>Long-term illness or serious injury</td>
<td>S</td>
</tr>
<tr>
<td>Medical attention and several days off work</td>
<td>P1</td>
</tr>
<tr>
<td>First aid needed</td>
<td>P2</td>
</tr>
</tbody>
</table>

| Kill or cause permanent disability            | S                            |
| Long-term illness or serious injury           | S                            |
| Medical attention and several days off work   | P1                            |
| First aid needed                              | P2                            |
SAFETY MANAGEMENT PLANS

- Firstly identify the issues affecting the area. Sources should include:

  - Legislative compliance. For example: OHS Act, OHS Regulations, Manual Handling, Hazardous Substances.
  - Hazards identified as part of the workplace inspections.
  - Management systems. Reviewing your existing policies, standards, procedures, guidelines and forms will identify gaps and deficiencies.
  - Risk assessments. The need to establish effective control measures, especially administrative controls, such as Standard Operating Procedures (SOPs) will present items to be developed which need to be included in the plan.
  - Accident and Incident History. A look at these reports will give another perspective on hazards within your workplace.
  - Training needs. The Safety Management Plan should also identify the unit’s OHS training needs for the coming 12 months. Employees need information to understand hazards and controls as they relate to their work environment and be able to recognise and take action to avoid work practices or activities likely to lead to injury.
  - Extraordinary or special hazards which may only happen once per year or two years should be included in the plan, for example moving offices, examination time, enrolment time etc.
  - The attached Safety Management Plan worked example highlights some issues an organisational unit may face. An example of a training plan has also been incorporated highlighting the types of information, instruction and training that may be required for identified issues.

- Once all the issues facing the organisational unit have been identified a decision will need to be made to determine which ones should be included in the Safety Management Plan. The plan should contain achievable goals for the period, and not just be a wish list, otherwise little will be achieved. To this end, issues will need to be prioritised according to the same hazard scale in clause 6 and attention given to essential requirements as well as targeting priority issues. Longer term objectives can also be elaborated in operational plans and other strategic documents.
Objectives and actions

Objectives or targets should be SMART – that is, Specific, Measureable, Achievable, Realistic and Time based. Breaking larger problems into smaller related issues can assist in attacking the problem in manageable sequences, with separate target dates.

The actions need to outline how the objective or target will be met. It is important to note that if identified hazards require controls which may involve a timescale that is not within your control, actions will need to be included to reduce the immediate risk to health and safety. The worked example includes the issue of a tear in the carpet requiring repair. In the meantime to prevent an accident the carpet area has been taped down and employees notified of the existence of the hazard.

Responsibility

Delegation of the issues to be resolved should be assigned to appropriate staff. Assigning different issues to other staff will ensure as many staff as possible are included in the plan.

Resources

In order to effectively manage OHS and to action target issues, adequate resources must be made available. These resources are not only financial but also physical (ie facilities and equipment) and human.

Review and follow-up

The Safety Management Plan is designed to be a tool for continuous improvement. Rather than completing the plan and filing it away, regular reviews are necessary to ensure objectives are met or revised when necessary. Regular meetings should be held in conjunction with other staff meetings to review progress.
OHS WORKPLACE INSPECTION WORKFLOW DIAGRAM

ATTACHMENTS

1. Worked Example of Safety Management Plan
2. Worked Example of Training Plan

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<td><strong>SNR</strong> 20</td>
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<tr>
<td><strong>POLICIES</strong></td>
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<tr>
<td>Risk management</td>
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<tr>
<td>Critical Incident</td>
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<tr>
<td>Workplace practical placement</td>
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Updated by: DH