



**Work Health and Safety
 Policy Number: OSS012**

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Policy Name	Work Health and Safety
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Related Policies	OSS006 Selection and Use of Premises; P010 Child Protection
Associated Documents	Accident and Incident Report; Hazard Report; Ergonomics Checklist; Workplace Inspection Checklist;

This Policy applies to Port Macquarie Community College (PMCC) and its trading arms.

PMCC is committed to providing a safe and healthy working environment for all workers, and other persons, meeting the legislative requirements of the *Work Health and Safety Act 2011* so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

PMCC undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

Scope

This policy applies to:

1. all employees of PMCC and all persons performing work at the direction of, or on behalf of PMCC (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as “workers”); and
2. all of PMCC’s workplaces and to other places where workers may be working or representing PMCC for example, when visiting a customer, client or supplier (collectively referred to as “workplace”).



PMCC Health and Safety System

The Work Health and Safety system relates to all aspects of health and safety including (without limitation):

- Defined WHS Responsibilities;
- Exercising due diligence;
- Health and safety training and education;
- Adopting a risk management approach to manage health and safety risks;
- Consultation with Persons Carrying on a Business or Undertaking and employees on matters related to health and safety;
- Emergency procedures and drills;
- Workplace inspections;
- Incident/accident reporting;
- Management of injured employees.

PMCC Health and Safety Objectives

- To provide a safe and healthy work environment for all our employees, contractors and other persons;
- To provide safe and healthy methods of work;
- To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- To identify and eliminate or reduce hazards and risks to health and safety;
- To continually monitor and improve work health and safety;
- To provide education and training resources;
- To comply with all relevant laws, rules, standards and codes of practice.

Management Responsibilities

Managers and Team leaders/Supervisors are responsible and accountable for the safety of employees, contractors and company property under their control so far as reasonably practicable. Managers and Team leaders/Supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

The Officers of the Management Committee are expected to exercise due diligence in overseeing policies, procedures, safe work practices and safe work procedures.

Employee Responsibilities

All employees are required to comply with health and safety legislation and PMCC's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

All employees working with children of school age must have a verified *Working with Children Check* (see Policy P010 Child Protection).



Contractors

All contractors engaged to perform work for PMCC are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of PMCC as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Workplace Safety Actions:

PMCC's WHS Officer will organise, on an annual basis:

- Annual Fire Safety Inspection as required under *Environmental Planning and Assessment Regulation 2000*. The **Annual Fire Safety Statement** must be displayed in a prominent position in the building.
- An emergency evacuation practice session
- Fire Safety Training for all administrative and full-time teaching staff, and

On a six-monthly basis

- A workplace inspection

All administrative staff will hold current First Aid certificates and all Trainers working with school students will meet the NSW Dept of Education requirements of having both First Aid certificates and anaphylaxis certificates.

Consultation

WHS will be a standing item for all monthly staff meetings and quarterly Trainer PD sessions to continually improve decision-making about workplace health and safety policies and procedures.

Definitions

In this policy:

'Person Carrying on a Business or Undertaking' means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.