



# Work Health and Safety Policy

## 1. Purpose

Bedford College is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, Bedford College is required to comply with relevant Federal, State and Territory laws, including that relating to Workplace Health and Safety.

The purpose of this policy is to ensure Bedford College complies with Work Health and Safety (WHS) Act, 2011 and regulatory requirements that are relevant to its operation and Scope of Registration.

## 2. Policy Statement

Bedford College is committed to providing a learning environment which is free from safety and health hazards and that all staff, clients and visitors are fully informed of these safety and health requirements including Emergency Procedures that affect their duties or participation in vocational education and training.

Bedford College will:

- Provide staff, clients and contractors a safe and healthy learning environment;
- Provide a safe and healthy workplace to allow all our employees to perform their tasks to their maximum potential, safely and efficiently; and
- Comply with relevant laws, regulations and standards.

## 3. Policy Principles

### 3.1 Underpinning Principles

- a) Bedford College uses a consultative and participative approach with employees regarding Workplace Health and Safety.
- b) Bedford College considers **Risk Management** a top priority in all activities on and off site and WHS is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.
- c) The Principal of Bedford College conduct bi-annual Safety Risk Audits and enter any identified Actions into the **Continuous Improvements Register**. This includes an Action Date and a Date Closed so that the Administrative Officer can follow up any issues with the Principal.
- d) Bedford College at all times plans for and monitors its employees and clients wherever they are working.
- e) Evaluation of WHS matters are discussed in the regular meetings.
- f) Bedford College provides ergonomic equipment at all times.
- g) Safe use of equipment is discussed at regular staff meetings.
- h) Safe plant and equipment are provided and maintained by Bedford College.
- i) Environmental protection is a Bedford College concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.

### 3.2 First Aid

- a) Bedford College has qualified First Aid competent employees on site at all times.

- b) Bedford College ensures first aid is only administered by qualified First Aid competent employees.

### **3.3 Management of Workplace Hazards / Risks**

- a) Bedford College conducts regular safety inspections in the workplace.
- b) Trainers/Assessors must undertake a safety inspection of training and assessment environment prior to commencement each day.
- c) Hazard may be identified at any time and are to be reported to the Principal Bedford College immediately.
- d) Hazard Management will include:
  - i. Hazard identification;
  - ii. Risk Assessment;
  - iii. Risk Control; and
  - iv. Monitor and Evaluation.

### **3.4 Reporting Accidents and Incidents**

- a) All accidents and incidents must be reported immediately to the Principal Bedford College.

### **3.5 Emergency Management Plan**

- a) In the event of an accident or incident, emergency management plans must be followed. These may include:
  - i. Administration of First Aid;
  - ii. Organising Medical assistance (Paramedics, Doctors, Transport to Hospital/Medical facility);
  - iii. Bomb Threats protocols;
  - iv. Evacuation protocols;
  - v. Hazard Corrective actions;
  - vi. Critical Incident Response and Lockdown (Policy in place).

## **4. Bedford College Responsibilities**

### **4.1 Primary Duty of Care – Bedford College**

- a) Bedford College will:
  - i. Provide and maintain: safe work areas and systems of work; adequate facilities and amenities
  - ii. Monitor the work environment to maintain safe working conditions
  - iii. Provide adequate information and training to workers regarding workplace health and safety (including ways of reporting health and safety issues)
  - iv. Keep information and records relating to the health and safety of their employees
  - v. Nominate a person at the appropriate level to be the employer's representative when health and safety issues arise.
  - vi. Ensure that an appropriate person is nominated by the workers to be the employee representative when health and safety issues arise.

### **4.2 Primary Duty of Care – Employees and Clients**

- a) All employees and clients have a primary duty of care to :
  - i. take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace; and

- ii. co-operate with your employer or trainer with respect to any action taken by the employer or trainer to comply with any requirements imposed by or under this Act;
- iii. not wilfully or recklessly interfere with or misuse safety equipment that is provided; and
- iv. not wilfully put at risk the health and safety of others.

## **5 Legislation**

- a) Bedford College must abide by the Work Health and Safety Act 2011.
- b) The legislation provides a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by:
  - i. protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work; and
  - ii. providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety; and
  - iii. encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment; and
  - iv. promoting the provision of advice, information, education and training in relation to work health and safety; and
  - v. securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
  - vi. ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this Act; and
  - vii. providing a framework for continuous improvement and progressively higher standards of work health and safety; and
  - viii. maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in this jurisdiction.

## **6 Records Management**

All documentation from Workplace Health and Safety processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

## **7 Monitoring and Improvement**

All practices for Workplace Health and Safety are monitored by the Principal Bedford College and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

# Contingency Information for Enrolled Students

What Happens If....	Contingency
I need First Aid	<p>If you have an incident in the building and require first aid please select from the following options:</p> <ul style="list-style-type: none"> <li>• See the trainer who will direct you to the First Aid box</li> <li>• Call 000 for ambulance</li> <li>• Nearest Hospital Glebe Campus – Royal Prince Alfred 50 Missenden Road, Camperdown Phone: 9515 6111</li> <li>• Norwest Campus – Norwest Private 11 Norbrik Drive, Bella Vista 2153 Phone: 8882 8882</li> </ul>
I am stuck in the lift	<p>There is a phone located inside the lift. Speak to the operator who will give you instructions on what to do. They will send a technician to the site. If you have your phone call a colleague to inform them of your location. Stay calm and do not panic</p>
There is an electricity failure or blackout	<ol style="list-style-type: none"> <li>1. Contact Security to report the failure: Glebe: Cage Security 13 88 11 Norwest: Highland Security 1300 445 263</li> <li>2. Contact Electricity Distributor for blackout details: Glebe Campus: Ausgrid – 13 13 88, Norwest Campus: Endeavour Energy 13 10 03</li> </ol>
The building alarm sounds e.g. fire/incident	<p>The alarm will sound if there is an incident eg. Fire and you need to evacuate the building. Follow the instructions of the trainer and the evacuation procedures located next to the lift.</p> <p>NB: Do not use the lift in the event of a fire.</p>
I am locked in the building	<p>Contact Security: Glebe: Cage Security 13 88 11 Norwest: Highland Security 1300 445 263</p>
My workshop is cancelled	<p>If it is necessary to cancel the workshop you will be contacted by email or phone 24hours prior to the workshop.</p> <p>You will be contacted by email informing you of the rescheduled workshop date.</p>
I have a disability and need assistance	<p>Please inform the College prior to starting the course if you have a disability that may impact participation in the course or if you need additional support</p>