



## **WORK HEALTH AND SAFETY POLICY**

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### 1. Purpose

GLO College of Ministries is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, 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 complies with all relevant state and Commonwealth Acts and regulatory requirements that are relevant to its operation and Scope of Registration.

### 2. Policy Statement

GLO College of Ministries 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. GLO College of Ministries 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) GLO College of Ministries uses a consultative and participative approach with employees regarding Workplace Health and Safety.
- b) GLO College of Ministries 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 management of 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 Directors.
- d) GLO College of Ministries at all times plans for and monitors its employees and clients wherever they are working.
- e) Evaluation of WH&S matters are discussed in the regular meetings.
- f) GLO College of Ministries 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 qualified professionals.
- i) Environmental protection is a concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.

#### 3.2 First Aid

- a) GLO College of Ministries has qualified First Aid competent employees at all times.
- b) GLO College of Ministries ensures first aid is only administered by qualified First Aid competent employees.

#### 3.3 Management of Workplace Hazards / Risks

- a) GLO College of Ministries 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 Maintenance and the Student Training Coordinator immediately.

- d) Hazard Management will include:
- i. Hazard identification
  - ii. Risk Assessment
  - iii. Risk Control
  - iv. Monitor and Evaluation

### 3.4 Reporting Accidents and Incidents

- a) All accidents should be attended by a qualified person from GLO College of Ministries, if not then call and ambulance on 000.
- b) All accidents and incidents must be reported immediately to Student Training Coordinator .
- c) All accidents must be reported on an ACCIDENT/INJURY FORM

### 3.5 Emergency Management Plan

In the event of an accident or incident, emergency management plans must be followed. These may include:

1. Administration of First Aid;
2. Organising Medical assistance (Paramedics, Doctors, Transport to Hospital/Medical facility);
3. Bomb Threats protocols;
4. Evacuation protocols;
5. Hazard Corrective actions.

## 4. Responsibilities

GLO College of Ministries will:

1. Provide and maintain: safe work areas and systems of work; adequate facilities and amenities
2. Monitor the work environment to maintain safe working conditions
3. Provide adequate information and training to workers regarding workplace health and safety (including ways of reporting health and safety issues)
4. Keep information and records relating to the health and safety of their employees
5. Nominate a person at the appropriate level to be the employer's representative when health and safety issues arise.
6. Ensure that an appropriate person is nominated by the workers to be the employee representative when health and safety issues arise.

### 4.1 Primary Duty of Care – Ministry Team members and students

All Ministry Team members and students have a primary duty of care to GLO College of Ministries:

1. GLO College of Ministries takes 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
2. 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;
3. Not wilfully or recklessly interfere with or misuse safety equipment that is provided; and
4. Not wilfully put at risk the health and safety of others.

## 5 Legislation

1. GLO College of Ministries must abide by the Work Health and Safety Act 2011.
2. 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 and areas for improvement identified and acted upon. (See Continuous Improvement Policy)