

Occupational Health & Safety

Introduction

St. George College is committed to providing the highest standard of health, safety and welfare for both staff and students. In order to achieve this, the College has established through the Principal effective strategies to manage OHS&W in the workplace and has developed a programme for implementation.

The College provides and maintains the highest practicable standard of health, safety and welfare for staff and students through the provision of a safe and healthy work environment, safe systems of work and plant and substances in a safe condition, to ensure the control of hazards in the workplace and prevent work-related injury and disease.

The College has effectively managed OHS&W such that it is integrated into all other organisational activities, creating a culture in the College that recognises the health, safety and welfare of staff and students as a priority.

Our aim has been to achieve the highest standard practicable in OHS&W performance that:

- Meets the requirements of relevant legislation, regulations, codes of practice and Australian standards, as well as WorkCover's Performance Standards.
- Instils confidence from the general community who entrust the care of their children to the College.
- To manage hazards in the workplace through the introduction of effective systems for identifying hazards, evaluating the risks and implementing control measures.
- To ensure that the College meets its obligations under the Occupational Health, Safety and Welfare Act, 1986, and the Workers' Rehabilitation and Compensation Act, 1986, and other relevant Statutes and Standards, as appropriate.
- To inform the College community about the hazards posed by their work environment and activities and provide adequate training, instruction and supervision in safe work practices and procedures.
- To raise the profile of Occupational Health and Safety (OHS&W) at College and ensure that all employees are aware of both their rights and responsibilities under the relevant legislation.
- To monitor the health and welfare of employees and students and provide adequate facilities.
- To reduce the accident/injury frequency rate at the College.
- To provide full rehabilitation support services to those suffering from work-related injuries or illness during their return to work program and ultimately, to reduce the time lost from occupational injury or illness.

Strategies for Implementation:

Critical to the successful management of occupational health and safety in the workplace is the development of a health and safety management system that:

- Identifies existing hazards and implements control measures to prevent injury/illness.
- Minimises the introduction of new hazards into the workplace.
- Informs staff and students about the hazards identified and instructs them in safe ways of working with them.
- Gains co-operation and support of staff and students in following safe work procedures.
- Minimises the severity of injury/illness when accidents do occur.
- Monitors and evaluates the effectiveness of the program

To be effective, this system is integrated with all other operational systems used to manage the activities of the College. To ensure the success of a health and safety management system, there is:

- Management, involvement, commitment and support of the program (at all levels).
- Clear levels of responsibility, together with appropriate authority and accountability.
- Policies and procedures that provide guidelines on implementation.
- Mechanisms for consultation and communication at all levels.
- Systems to manage the hazards - identification, evaluation and control.
- Training in general health and safety principles and specific job instruction.
- Effective rehabilitation procedures to facilitate an early return to work.
- Well administered records and documentation.

In order to achieve the College's goal, it has been necessary to develop an OHS&W management plan that incorporates the following key elements.

Management Involvement, Commitment and Support

There has been a clear, firm and visible commitment from the Board of Governors and Principal, to be proactive on OHS&W issues.

As a result systems have been established to ensure the senior management group are made aware of the OHS&W issues of concern and to monitor and evaluate OHS&W performance. In addition, sufficient resources have been allocated for the implementation of OHS&W policies and procedures and to ensure that all-Legislative requirements are met.

Responsibility, Authority and Accountability

In order to ensure the College standard is achieved and maintained, all members of the College community (including students) have clearly defined roles and responsibilities, in order to enable them to meet these obligations.

Policies and Procedures:

The Policies currently in place provide the basis for communicating the College's arrangements for health and safety and states the position and intent on particular health and safety issues. Procedures provide guidelines for implementing the policies and contain the essential components to ensure a consistent approach across the both Campuses.