

# Occupational Safety & Health Policy

Policy Ref. #: 505 - 20150525

## 1. Purpose

*Cornerstone Christian College is committed to providing and promoting a workplace that is safe and healthy and in which hazards are minimized and controlled. All employees of the College must take reasonable care at work. Every effort will be made by the Leadership Team to familiarize themselves and employees under their control with relevant information about occupational safety and health, and induct new employees in accordance with the policy and procedures.*

*The resolution of safety and health issues by the College will be prompt, consultative and comply with legislative requirements.*

## 2. Scope

This policy refers to any employee, contractor, volunteer, work-experience participant, enforced community servant, visitor, or other who has access to, or aggresses from, the College premises. It also includes students who are exposed to hazards throughout the College.

## 3. Background

*This Occupational Safety and Health (OSH) policy has been developed to integrate all affiliated policies and better reflect processes that exist within the College and have been deemed effective in providing a safe work environment. It has also been designed to be more explicit in areas that have been neglected and offer alternative consultative options to ensure the progress of safety and health within the College.*

## 4. Definitions

*The following definitions will be found within this policy document:*

<i>"Act":</i>	<i>Occupational Safety &amp; Health Act (1984)</i>
<i>"College":</i>	<i>Cornerstone Christian College Ltd</i>
<i>"Hazard":</i>	<i>Anything that may bring harm or injury to the health of a person</i>

## 5. Legislation, Standards & Internal Policies

- Bullying Prevention Policy*
- Duty of Care Policy [858]*
- Injury Management Policy [505]*
- Occupational Safety & Health Act (1984)*
- Occupational Safety & Health Regulations (1996)*
- Occupational Safety & Health Handbook*
- Staff Induction Policy [801]*
- Sun Protection Policy [862]*

## 6. Policy

*The policy of the College is to;*

- 1. Promote and secure the safety and health of persons at work*
- 2. Protect persons at work against hazards*
- 3. Assist in securing safe and hygienic work environments*
- 4. Reduce, eliminate or control the hazards to which persons are exposed at work*
- 5. Foster co-operation and consultation between and to provide for the participation of employers and employees and associations representing employers and employees in the formulation and implementation of safety and health standards to current levels of technical knowledge and development*



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6. *Provide for formulation of policies and for the coordination of the administration of laws relating to occupational safety and health*
7. *Promote education and community awareness on matters pertaining to occupational safety and health*

**7. Approved by**

*This policy has been approved by the Board Chair, Dr Gavin Riches, on the 25 May, 2015 and will be reviewed within twelve (12) months of this date.*

**8. Review Schedule**

DATE	REVIEW/ADJUSTMENT	APPROVED BY



## Procedure

While the Act assigns the predominant “duty of care” to the employer, all employees are responsible for their own safety and health and also the safety and health of others whose activities they influence or direct. The level of responsibility is dependent on the degree of control the employee has at the workplace.

### 1. Induction

Upon appointment a new employee will undergo a routine induction process as outlined in the Staff Induction Policy. The induction process will consist of OS&H matters pertaining to the individual’s work situation plus a self-driven online component. Upon completion of the induction process each employee should confidently understand this policy and how their actions relate to the successful operation of safety and health within the College.

### 2. Incident/Accident Reporting

In the event of an incident or accident involving any persons referred to within the scope of this policy, an Incident/Accident Report must be completed within 24 hours of such occurrence and retained in the College’s Electronic Records.

The Principal, and/or their delegate – in the absence of an OS&H Representative - will further investigate the incident. Responses made in relation to this incident will also be retained with the initial report.

If the incident is likely to create further risks then action will be taken in accordance with the provisions in the Act.

If, at the discretion and assessment of the Principal, the risk of further incidents in the immediate future is unlikely, and in the absence of an OS&H Committee, the matter will be referred to the next Leadership Team meeting where remedial action will be discussed. Further consultative action with employees will be raised at the next whole staff meeting.

### 3. Hazard Reporting

Employees are encouraged to inform management of possible hazards within the College via a Maintenance Form. This form requests the person completing it to make an assessment of risk, using the attached Risk Assessment Matrix, based on the Likelihood of occurrence and the subsequent Consequences that may result. The level of risk determines the response required;

2-4	<b>LOW</b>	Property Manager informed. Managed through routine procedures.
5-6	<b>MODERATE</b>	Business Manager informed. Specific monitoring or procedures req.d
7-8	<b>HIGH</b>	Leadership Team informed. Action plan required.
9-10	<b>EXTREME</b>	Immediate action required.

Employees will be notified as soon as possible upon the recourse taken by management.

### 4. Risk Audit

Every three (3) years an independent OS&H risk audit will be undertaken across the whole College. The results and recommendations from this audit will be enacted upon by the Principal with remedial action completed, if possible, within 6 months of such a report.

### 5. Resolution Procedures

Where a hazard is identified and reported (as per item 3) and the resulting action has not been completed to the standards expected for a safe workplace an OS&H committee may be required to form and deal with outstanding issues. If this resolution process is not successful, Worksafe WA can be notified. This will involve a Worksafe Inspector accessing the College and taking appropriate action.