



Work Health and Safety Policy Statement

SELC is committed to a robust health and safety policy. The aim of this policy is to establish procedures, responsibilities and guidelines that will serve to promote a safe and healthy work environment for all SELC employees (including contractors) and students. Resources will be made available to comply with all relevant acts, including the New South Wales Work Health and Safety Act 2000, and Regulation 2001 to ensure the workplace is safe.

Allocation of Responsibilities

The promotion and maintenance of work health and safety (WHS) is primarily the responsibility of management, which must be committed to accountable and transparent decision-making processes with regard to WHS matters. Also, it is management's responsibility to develop, implement and keep under review, in consultation with its employees, the Organisation's WHS Management System.

Specific Responsibilities

a) Management

Ensure that an WHS Management System is developed and effectively implemented within the company. Management is also responsible and accountable for taking all practical measures to ensure that employees are consulted in issues that affect their health and safety and that employees are trained to meet not only the requirements under this program, but also train the students in some of the WHS basic principles, for instance, evacuation and emergency procedures.

b) Employees

Employees will cooperate with management in order to implement and maintain WHS policies and procedures, so as to ensure their own health and safety and the health and safety of others in the workplace. Contractors need to perform their work in the organisation's premises complying with WHS policies and observing WHS procedures designated by the company.

c) Students

Students are required to cooperate with all WHS policies and procedures they have been made aware of by employees and care not only for their own health and safety, but also consider that of the other students.

Work Health and Safety Policy Guidelines

Detailed below are seven key steps to ensuring a robust WHS policy is put into practice. These steps were taken from the 'Workplace Safety Kit, a step by step guide to managing safety in your workplace', designed by WorkCover NSW. (www.workcover.nsw.gov.au/formspublications/publications/Documents/workplace_safety_step_by_step_guide_40.pdf)

Step 1: Determining the WHS Responsibilities

Main objectives: Determine what is expected of people at each level of the company to create and maintain a safe and healthy working environment and also how each group will meet the WHS expectations.

Outcomes/deliverables: Set of WHS responsibilities for all levels of the company and a draft of the WHS policy statement.

Step 2: Determining Risk Management Activities Procedures

Main objectives: Produce a structure for a risk management system.

Outcomes/deliverables: Agreement on the WHS responsibilities identified, consideration of the draft WHS policy, identification of the risk management activities that have to be in place for people to carry out their responsibilities.

Step 3: Translating Risk Management Activities into WHS Procedures

Main objectives: The WHS Coordinator will transform the risk management activities identified into simple and useful WHS procedures.

Outcomes/deliverables: Set of written procedures that represent the basis of the WHS Management System, which were considered and confirmed with the workgroup.

Step 4: Determining Gaps and Deficiencies in the WHS Management System

Main objectives: Assess the procedures the company has already in place, in terms of WHS legal requirements and best practices, and determine the ones that are still missing.

Outcomes/deliverables: All existing and newly developed procedures reviewed and deficiencies and gaps noted.

Step 5: Developing an WHS Action Plan

Main objectives: To define an WHS Action Plan, which will show what still needs to be done to complete the WHS Management System. This would include a timeframe and who is responsible for what.

Outcomes/deliverables: An WHS Action Plan.

Step 6: Documenting and Promoting the System

Main objectives: To develop an WHS Manual and implement the WHS Management System.

Outcomes/deliverables: An WHS Manual and the implementation of the WHS Management System.

Step 7: Reviewing and Improving the System

Main objectives: To monitor the effectiveness of the WHS system in place, check if something is missing and ensure it complies with the WHS legislations.

Outcomes/deliverables: An WHS Management System that complies with the WHS requirements and is tailored to the company. A measurable indicators table which proves or disproves the system works, for example, reducing turnover, absenteeism, sick leave and worker compensation claims.

1. Breakdown of WHS Duties and Responsibilities at SELC

	Responsibilities	Needs
Managing Manager/RTO Operations Manager/WHS Coordinator/Course Coordinators	<ul style="list-style-type: none"> • Develop and implement WHS policy and procedures • Ensure safe equipment is purchased and maintained • Have worker's compensation insurance and procedures to deal with injuries • Have a 'Return to Work' program • Act on injury and incident reports • Support resources for safety gear • Provide cleaning materials • Develop and implement emergency procedures, including a fire drill • Provide some employees with first aid training • Ensure appropriate training for all staff • Set up a system to identify and manage bullying, harassment and stress in the workplace • Ensure procedures are followed • Ensure equipment is safe and properly maintained • Act on safety problems, take remedial action, fix or refer • Ensure work areas are kept clean • Provide students and employees with an adequate environment in terms of light, 	<ul style="list-style-type: none"> • Ongoing training to maintain contemporary knowledge and awareness • Input from staff and students • Motivated, competent support staff

	<p>ergonomics and room temperature</p> <ul style="list-style-type: none"> • Maintain up to date knowledge on WHS Matters • Facilitate and participate in WHS meetings and tasks • Allocate budget to WHS 	
<p>Employees (Administration and teachers)</p>	<ul style="list-style-type: none"> • Follow procedures • Wear safety gear where appropriate • Identify and report WHS matters • Use equipment properly • Report injuries • Keep work area clean and clear of obstacles • Return to work with suitable duties • Evacuate when told • Always advise students of safety procedures 	<ul style="list-style-type: none"> • Procedures (clear and accessible) • Safety gear supplied • Ongoing input on WHS issues • Identification and reporting system • Training - ongoing • Safe equipment • Cleaning materials • Evacuation procedures
<p>Students</p>	<ul style="list-style-type: none"> • Keep work area clean and clear of obstacles • Evacuate when told • Report injuries • Follow procedures 	<ul style="list-style-type: none"> • Cleaning materials • Evacuation procedures • Training • Procedures (Clear and accessible)

2. Risk Management Procedures

The key WHS factors that need to be considered at SELC are:

- 2.1** Manual handling: moving and lifting computers and furniture, stacking books, storing cleaning material, administrative and educational items, transporting equipment, purchasing supplies for activities or trips, etc.

WHS procedures:

- Ensure lifting is performed by bending at the knees and keeping back as straight as possible.
- Ensure individual is physically capable of the specific activity. If not find another individual or work in pairs or groups to perform task.
- Clear areas around object to be lifted.
- Ensure no objects are on top of, supported by or attached to the object to be lifted.
- Clear pathway along which item will be moved.
- Clear area for object to be placed.
- If visibility is impaired ensure someone is available to guide the person lifting and moving the object.
- Ensure ground is clear, if trolleys are being used.
- Ensure verbal warning is given when moving objects in populated areas.
- Try to do all lifting, moving during class times when pathways are less crowded.
- Ensure items are placed securely and in designated area, if appropriate.

2.2 Security and welfare in classrooms and staff rooms: including room temperature and humidity, ventilation, light conditions, layout that allows safe access, exit and circulation within the room and also ergonomics.**WHS procedures:**

- Check that all lights are working properly and that students have enough light to work in.
- Report any faulty lights.
- Ensure WHS procedures, especially fire exits and pathways, and potential dangers in the classroom are pointed out to students at the start of every term, or intake of new students.
- Ensure air-conditioning is working adequately. If not report it to management and request a fan if appropriate. Open door if necessary and helpful.
- Ensure bags and other obstacles are placed under desks or chairs in a manner that will minimise the chance of them being an obstacle.
- Ask students not to lean back on rear legs of chairs.
- Point out dangerous corners on desks, hanging TV brackets.
- Place electrical cords and attached equipment in a manner that will minimise the chance of them being an obstacle.
- Report any faulty or broken furniture and/or equipment and remove any dangerous items and broken furniture from the classroom immediately.

2.3 Emergency procedures: Fire evacuation, fire equipment -blankets and extinguishers are securely stored in accessible place, fire drill, fire warden and first aid kits.

WHS Procedures:

- Ensure all people on site, specifically staff and students, are aware of fire exits, and posters indicating procedures for evacuation.
- Ensure evacuation procedures posters are clearly visible in each classroom and staffrooms and in all other parts of the school, e.g. toilets, student rooms, admin area.
- Ensure there is a chief fire warden and fire wardens for each level of the building.
- Ensure the knowledge of appropriate procedures of all fire wardens is up-to-date.
- Conduct regular fire drills.
- Ensure teachers especially are aware of fire and evacuation procedures, location of equipment and their role in ensuring their own safety and the safety of their students.
- Ensure fire exits and access to fire exits is obstacle free and clearly signed.
- Ensure First Aid Kit(s) are fully equipped and in correct location.
- Ensure SELC has a first aid officer on site.
- Ensure incident/accident reports are filled in and followed up on every appropriate occasion.

2.4 Excursion and Field Trip Safety: Ensuring that all students and staff are well informed about their roles and responsibilities during the trip, thereby ensuring that the trip is conducted in a safe and professional manner at all times.

WHS Procedures:

- Teachers provide students with detailed information on where they are going, what they will be doing, what clothing and equipment they will need, the expected timeframes and any other important information.
- Teachers fill out excursion form, see appendix C, and get approval from Academic Manager/Head Teacher/Course Coordinator.
- Teachers clearly explain the waiver forms to students before getting students to sign (if necessary).
- At excursion beginning teacher takes a head count and regularly checks by recounting throughout the day.
- Teacher forbids students from partaking in any activities that could endanger the wellbeing of the students.

- 2.5** Grievance procedures: a clear and well establish policy aiming at reducing disharmony in the organisation and providing a fair and consistent approach in order to deal with the issues raised.

WHS Procedures:

- Ensure all staff are aware of and can easily access the SELC Student Grievance and Resolution Policy and Procedure document.
- Ensure above document is up-to-date.
- Ensure students are aware of the rules of the school and their roles and responsibilities. This is achieved by issuing the Welcome to SELC booklet and during the verbal presentation on the first day orientation and pointing out the Student Charter in each classroom (ELICOS).
- Ensure students are aware of the Student Grievance and Resolution Policy and Procedure document. This is achieved by issuing the Welcome to SELC booklet and during the verbal presentation on the first day orientation.

3. Risk Management into WHS Procedures

The key procedures for each of the five major risk management areas have been outlined above.

4. Determining Gaps and Deficiencies

The SELC WHS Committee (run by the WHS Coordinator) holds a quarterly WHS meeting. The key objectives of the meeting are to:

- Review any WHS incidences in the previous quarter and to determine why the incident occurred, what action was taken and what action needs to be taken to avoid a repeat of this incident, i.e. determine gaps and deficiencies
- To review the WHS policy and procedures and ensure that they remain up to date and relevant. To formulate and agree on action plans for change.
- To discuss possible future WHS issues and formulate strategies to manage these issues.
- To ensure the SELC WHS practices are compliant and are designed and implemented to best ensure a safe and healthy place of work and study.

5. An WHS Action Plan

When it is determined, usually by the WHS Committee, that action needs to be taken to improve SELC's WHS policy and procedures, an action plan must be filled out, Appendix A. When filled out and agreed upon, this document provides all the necessary information to ensure correct and prompt action on any WHS issue is taken. It should also be used to summarise the result of the action and should be presented for discussion at the next WHS committee meeting.

6. Documenting and Promoting the System

This document along with the WHS Manual, Appendix B, should be updated regularly and made easily accessible to all staff members and students at SELC. Beyond this, minutes of the WHS committee meetings should be made public.

7. Reviewing and Improving the System

The key objective of the WHS committee is to review and improve SELC's WHS system, see point 4 above. This is in line with SELC's commitment to maintaining a robust WHS policy that ensures a safe and healthy work and study environment is provided for all our staff and students.

Appendix A
WHS Action Plan

Date:		Class:	
Issue/need reported/identified by:			
Action to be taken by:			
WHS issue / need / deficiency:			
Action taken / Issue resolution:			
Issue resolved:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If No.... Further action to be taken			
If Yes.... Manager/Director signature: _____	Date: _____		

Appendix B:

SELC WHS Manual

The purpose of this manual is to provide a clear and accessible guide to WHS best practice for all SELC staff and students. This manual has been written specifically for SELC and details the major WHS issues at SELC and how to proceed according to best practice when faced with these issues. For further information on the SELC WHS policy see the 'SELC WHS Policy Statement'.

All SELC staff are obliged to immediately report any WHS incidences, issues or identified needs to the WHS Coordinator/Academic Manager/Head Teacher/Course Coordinator. This can be in the form of a verbal report. The Academic Manager/Head Teacher/Course Coordinator may then require that you fill in a 'WHS Action Plan' and/or 'Accident/Incident Report' form.

SELC management urges all staff to remain proactive and vigilant in supporting management to ensure that SELC is a safe and healthy place to work and study.

The key WHS factors that need to be considered at SELC are:

1. Manual handling: moving and lifting computers and furniture, stacking books, storing cleaning material, administrative and educational items, transporting equipment, purchasing supplies for activities or trips, etc.

WHS procedures:

- Ensure lifting is performed by bending at the knees and keeping back as straight as possible
- Ensure individual is physically capable of the specific activity. If not find another individual or work in pairs or groups to perform task.
- Clear areas around object to be lifted
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- If visibility is impaired ensure someone is available to guide the person lifting and moving the object
- Ensure ground is clear if trolleys are being used
- Ensure verbal warning is given when moving objects in populated areas
- Try to do all lifting, moving during class times when pathways are less crowded
- Ensure items are placed securely and in designated area, if appropriate

2. Security and welfare in classrooms and staff rooms: including room temperature and humidity, ventilation, light conditions, layout that allows safe access, exit and circulation within the room and also ergonomics.

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- Report any faulty lights.
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3. Emergency procedures: Fire evacuation, fire equipment -blankets and extinguishers are securely stored in accessible place, fire drill, fire warden and first aid kits.

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- Ensure evacuation procedures posters are clearly visible in each classroom and staffrooms and in all other parts of the school, e.g. toilets, student rooms, admin area.
- Ensure there is a chief fire warden and fire wardens for each level of the building.
- Ensure the knowledge of appropriate procedures of all fire wardens is up-to-date.
- Conduct regular fire drills.
- Ensure teachers especially are aware of fire and evacuation procedures, location of equipment and their role in ensuring their own safety and the safety of their students.
- Ensure fire exits and access to fire exits is obstacle free and clearly signed.

- Ensure First Aid Kit(s) are fully equipped and in correct location.
 - Ensure SELC has a first aid officer on site.
 - Ensure incident/accident reports are filled in and followed up on every appropriate occasion.
4. Excursion and Field Trip Safety: Ensuring that all students and staff are well informed about their roles and responsibilities during the trip, thereby ensuring that the trip is conducted in a safe and professional manner at all times.

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 - Teachers fill out excursion form, see Appendix C, and get approval from Academic Manager/Head Teacher/Course Coordinator.
 - Teachers clearly explain the waiver forms to students before getting students to sign (if necessary).
 - At excursion beginning teacher takes a head count and regularly checks by recounting throughout the day.
 - Teacher forbids students from partaking in any activities that could endanger the wellbeing of the students.
5. Grievance procedures: a clear and well establish policy aiming at reducing disharmony in the organisation and providing a fair and consistent approach in order to deal with the issues raised.

WHS Procedures:

- Ensure all staff are aware of and can easily access the SELC Complaints and Grievances Policy and Procedures document.
- Ensure above document is up to date.
- Ensure students are aware of the rules of the school and their roles and responsibilities. This is achieved by issuing the Welcome to SELC booklet and during the verbal presentation on the first day orientation and pointing out the Student Charter in each classroom.
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