



Work Health & Safety Policy

WHS2018-1.2

Purpose:	The purpose of this policy is to outline procedures to ensure, as far as practicable, a healthy and safe workplace.	
Scope:	This policy applies to employees, including volunteers, and to contractors working at Arcadia College. It outlines the steps the Arcadia College takes to safeguard the health and safety of people working on site; as well as providing information about sun safety, safety equipment, manual handling, and workstations. The Policy also includes the college's position and policy on rehabilitation.	
Status:	Approved	Supersedes: N/A
Authorised by:	College Governing Body Chairperson / CEO	Approval Date: 13 th March 2017
References:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Work Health and Safety (Codes of Practice) Notice 2011 Workers' Compensation and Rehabilitation Act 2014 Workers' Compensation and Rehabilitation Regulation 2014 Critical Incident Policy Risk Management Policy Sexual Harassment Policy Workplace Bullying Policy Incident Reporting Process	
Reviewed:	2 Years	Next Review: 13 th March 2019
Responsibility:	CEO / Deputy Principal / Head of College	Point of Contact: Services Manager
Policy Owner:	College Governing Board	

Policy

Arcadia College takes seriously its responsibility to provide a healthy and safe workplace for all staff. The development of the highest possible standards of work health and safety are central to the management of all operations carried out by college personnel.

Arcadia College endeavours to ensure a healthy and safe workplace by providing and maintaining:

- safe systems of work;
- safe plant, machinery, equipment and workplace conditions; and
- necessary information, instruction, training and supervision.

In order to support this policy, the college administration ensures the college:

- complies with all relevant legislation and statutory requirements, codes of practice and industry standards and makes adequate provision of resources to meet these requirements;
- promotes health and safety awareness and the development of healthy and safe working procedures;
- provides information, training, instruction and any required protective equipment;
- consults with employees on health and safety matters and on ways to reduce workplace hazards and improve control systems;
- maintains effective accident analysis and hazard reporting systems;
- encourages the rehabilitation of injured employees; and

- sets health and safety objectives and regularly reviews performance.

In addition, the school has a designated Work Health and Safety Advisor and a committee of Health and Safety Representatives.

The Work Health and Safety Committee has six main functions. To:

1. encourage cooperation between administration and employees to carry out and monitor measures designed to ensure health, safety and welfare issues that arise at the workplace;
2. assist in resolving health, safety and welfare issues that arise at the workplace;
3. assist in the formulation of health, safety and welfare policies, practices and procedures that are to be followed in the workplace;
4. consult on any proposed changes to health, safety and welfare policies, practices or procedures, which may affect health, safety or welfare;
5. review developments in the field of rehabilitation and the employment of workers with some form of disability; and
6. assist in the return to work of employees who have suffered from work related injuries.

The Work Health and Safety Committee undertakes a Risk Management Audit annually.

The members of the Workplace Health and Safety Committee are:

- Tate Crocker
- Byron Cracknell
- Matt Dun
- Tahlia McGahey

Reporting Hazards

To ensure the safety of the workplace, all hazards should be reported even if you think someone should already have done so. If you have discovered a hazard you should report it to the Services Manager via email immediately.

If the hazard is potentially serious or life threatening you should send someone else for help and, without causing any danger to yourself, stay at the scene to warn others of the danger. **DO NOT ENDANGER YOURSELF BY BEING TOO CLOSE TO THE HAZARD OR TRYING TO FIX THE PROBLEM.** Remain at the scene until help arrives or the situation becomes too dangerous to remain.

No task is so important as to compromise health and safety.

Reporting Incidents

All incidents that occur on college premises or during off-campus college activities should be reported and recorded on an incident form within 24 hours and serious incidents should be reported to college management immediately. Incidents are submitted via the Accident / Incident Report KiSSFLOW. Further information on this procedure can be found in the staff handbook under; Accident/Incident Reporting Procedure.

If a major incident occurs you should stay with the victim and send someone else for help. If you are close to a phone you should ring school reception with the following information:

- who you are
- where you are
- what has happened
- how serious the injury is
- what assistance you need.

If you are trained in first aid, apply the appropriate first aid measures to assist the victim. Whatever your training is, be sure to pass on your observations and any information you have regarding the situation to those who come to aid the situation.

Plant and Equipment

All equipment within the college must be in good working order. Equipment should not be brought in from home without prior approval via the Services Manager.

Any electrical equipment whether it is personally owned, donated, or purchased second hand by the college must be tested and tagged indicating its date of inspection.

Faulty equipment must never be used!

Any damaged or unsafe pieces of equipment must be taken out of service and reported to the Services Manager.

Sunsmart

Skin cancer is a major public health problem in Australia, with two out of three people requiring treatment for some form of skin cancer during their life time. Exposure to ultraviolet radiation (UVR) from the sun is a major cause of skin cancer. The incidence of skin cancer can be reduced by minimizing personal UVR exposure.

This policy aims to reduce employees' exposure to UVR from the sun by implementing appropriate occupational health control strategies. These strategies include:

- Where possible, work (and classes) will be carried out in shaded areas or temporary shade will be erected.
- Where possible, work, including lessons which involve outdoor activities that must occur in the direct sun, will be scheduled before 11: 00am or after 3:00pm.
- At all times (including cool and overcast days) employees who are working outdoors will protect themselves against UVR by wearing approved hats, clothing and applying SPF 15 (or higher) broad spectrum sunscreen.
- The college will assist in the selection of appropriate hats, clothing and supply SPF 15 (or higher) broad spectrum sunscreen when required for activities.
- The college will include sun protection issues in any strategic plans and plans for environmental changes.
- The college will include sun protection procedures in any induction course for new employees.

Safety equipment

The most visible safety equipment is fire extinguishers and hose reels. Staff members are advised to familiarise themselves with the placement and method of operation of such equipment by reading the instructions attached. Regular servicing in the use of this equipment will occur (at least once per year and as part of the induction of new staff). Other safety equipment includes:

- fire and smoke detectors
- security alarms
- security sensors
- etc.

Safety equipment also includes personal protective equipment. If you are directed to wear personal protective equipment you must do so and also wear it in the proper manner.

Manual Handling

Careless lifting and carrying can cause serious injury. Whenever practicable, heavy lifts are to be made by mechanical means. If manual handling is unavoidable:

- size up the load and seek help if necessary;
- position the feet correctly, as close as possible to the object to be lifted;
- bend knees and get a secure grip;
- maintain a straight back and ensure you are comfortable;
- take a deep breath, keep your head erect and lift by straightening your legs;
- keep your back straight, your arms in and your elbows and knees slightly bent;
- when carrying a load, hold it close to the body and avoid twisting the back; and
- when lowering the load, follow the procedure in reverse, keeping the back straight.

Keyboard Workstations

Some college employees spend a great deal of time sitting in the one position at a keyboard. For this reason, correct posture, a correctly adjusted seat and correct positioning of the keyboard and monitor are important.

To adjust seat correctly, adjust the height so feet rest firmly on the floor and weight is through the feet. Thighs should be fully supported except for a two-finger width space behind the knees. Adjust the back-rest depth to achieve this.

Maintain a relaxed posture where:

- your shoulders are relaxed
- your elbows are by your side
- your forearms and hands are parallel to the ground
- your wrists are not bent when using the keyboard
- you are seated at a comfortable distance from the keys (the length of your forearm away).

Ideally the top of the screen should be approximately at eye level and about 60-70 cm from your eyes. Your neck should be at rest and relaxed.

You should be able to maintain the recommended seating position when using the keyboard. The keyboard should be placed 6-7 cm from the edge of the keyboard surface to allow the wrist/forearm to rest when you are not keying.

The document you are working on and the screen should be the same distance from your eyes. Use a document holder which allows you to place the documents in the most convenient position. The document should be placed:

- in a level position beside the screen when the keyboard is in the central position or
- directly below the screen just above the keyboard.

Altering the angle of your screen may overcome problems with glare and reflection; however, your screen should only tilt 5 degrees upwards. Generally, the best position for the screen is at right angles to the window and parallel to overhead fluorescent lights. The contrast of text and background on the screen should be adjusted to a moderate level. It is also desirable to have an outlook on which to rest the eyes occasionally.

Rehabilitation

While Arcadia College is committed to providing a safe and healthy work environment, but in the event of illness or injury where employment is a significant contributing factor, the college recognises the substantial benefits gained from workplace rehabilitation.

The college accepts that workplace rehabilitation facilitates the healing process and subsequent return to work, and commits to the early provision of timely and adequate services to support a medically approved duties programs for employers who are injured or ill.

The aim is, as much as possible, to:

- maintain ill or injured workers in the workplace

- facilitate an early return to work
- maximise independent functioning of the worker if work is precluded.

In order to do this, the school will:

- ensure the workplace rehabilitation commences as soon as possible following injury in accordance with medical advice;
- ensure appropriate medically approved suitable duties programs are available to all ill or injured workers;
- consult with employees in the formulation of safe structured rehabilitation plan development;
- respect rights and confidentiality, both written and verbal, of all employees;
- ensure all staff are aware of workplace rehabilitation and will support injured workers;
- adequately resource the position of the Rehabilitation Coordinator;
- adopt a multidisciplinary approach to rehabilitation and comply with legislative obligations; and
- review this policy and procedures every three years to ensure legislative requirements are met.

Suitable Duties Program

A suitable duties program in the rehabilitation process enables an injured worker to return to work through a graduated and supervised return to work process. The goal of the program should be meaningful and achievable.

Selected duties are individually developed and matched to the capabilities of the worker, taking into account the worker's age, skills, education, work experience and nature of the incapacity. The suitable duties program is regularly reviewed and upgraded on advice from the treating doctor and takes into account any restrictions, limitations and amendments recommended by the doctor.

Suitable Duties Plans may be:

- Fully funded by Workcover.
- Partially funded by both the employer and the insurer or employer and Workcover. The employer pays wages for hours worked and insurer/Workcover funds the balance (medical expenses only). Employer pays the up-front cost and the insurer reimburses.

Responsibilities – General

All staff and visitors are required to:

- adhere to standard work processes and instructions for workplace health and safety;
- perform all duties in a manner which ensures the health and safety of all; and
- cooperate with management to enable compliance with health and safety responsibilities.

Employees, contractors and visitors will be expected to:

- comply with all relevant legislation and statutory requirements and working procedures, codes of practice and industry standards;
- wear appropriate protective equipment, if applicable;
- report, and where appropriate, rectify hazards and participate in the analysis of accidents; and
- accept responsibility for protecting themselves and others.

Responsibilities – Rehabilitation

It is the responsibility of anyone injured at work to:

- apply for worker's compensation within six months of the entitlement;

- advise their chosen doctor of workplace rehabilitation availability and organise completion of the Work Capabilities Checklist;
- actively participate in workplace rehabilitation, minimising the cost of injury;
- communicate regularly with the Rehabilitation Coordinator regarding compensation issues; and
- be aware of the School Grievance Procedure Policy.

The Services Manager fulfils the role of Rehabilitation Coordinator.

The Rehabilitation Coordinator is responsible for:

- determining that absence from work is due to actual illness or injury. If absence exceeds two (2) consecutive work days, the employee must provide a doctor's certificate within seven (7) days to support the absence and give it to the Finance Manager;
- ensuring an efficient system exists for immediate reporting of injuries to establish early worker contact regarding rehabilitation; and ensuring compliance with the employers' duty to notify WorkCover, treating all information confidentially;
- educating all workers regarding the Workplace Rehabilitation Policy and Procedure following an injury; and for educating supervisors of their role and responsibilities in the Rehabilitation process;
- developing, coordinating and monitoring individual plans with treating doctor, and ensuring such plans and amendments are signed by the treating doctor;
- maintaining an objective confidential file of workers participating in the rehabilitation program. Such files must contain accurate signed case notes, all communications, actions and decisions relating to the case. Verbal and written confidentially must be observed;
- promoting the College Workplace Rehabilitation Program internally with all staff and externally with treating doctors; and
- maintaining accurate statistics including claim duration, average claim cost and injured worker evaluation.

All staff members are expected to offer support and encouragement to the injured worker. Workplace rosters and procedures are adjusted to enable successful rehabilitation plan implementation. Managers, Supervisors and Fellow Workers are to actively assist the Rehabilitation Coordinator in identifying duties to develop suitable return-to-work plans.