

<b>Policy Owner</b>	College Director and Principal
<b>Contact Officer:</b>	HR Coordinator
<b>Policy Number:</b>	QHRPO001
<b>Approved by:</b>	Senior Management Group
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<b>Related Policies:</b>	Critical Incident Policy Delegations Policy Harassment Guidelines Navitas Travel Policy OHS Guidelines Student Welfare

## 1. Overview

- 1.1. ECC, with the support of Edith Cowan University, is committed to providing a safe and healthy workplace and eliminating or minimizing any conditions or hazards that could result in personal injury or ill health. ECC will do all that is reasonably practicable to ensure healthy and safe working practices including ongoing raising of awareness, active reporting of hazards and incidents, continuous learning from experience and consultative decision making processes in managing risks.
- 1.2. This policy has been developed in accordance with requirements of the Western Australian Occupational Safety and Health Act (1984) and its associated regulations (1996).

## 2. Organisational Scope

- 2.1. This policy applies to all staff, students, contractors and visitors of ECC whilst in the grounds of ECC and all staff whilst carrying out required duties in other locations. This policy covers travel between work sites but does not cover normal commuting between home and the work site.

## 3. Policy Principles

- 3.1. ECC will work towards its OHS goals through planning and undertaking positive action to prevent and minimise the potential for injury and harm to health at work.
- 3.2. ECC will review and improve its occupational safety and health performance by review of quarterly OHS reports and an annual OHS plan.
- 3.3. ECC will communicate and cooperate with staff on OHS matters concerning them to create appropriate and practical solutions to safety and health matters.
- 3.4. ECC's safety and health performance is dependent on the commitment of all employees to actively participate and strive to achieve a safe and healthy working environment.

## 4. Policy Content

### Accountability

- 4.1. ECC's Senior Management Group is delegated primary legal responsibility for ECC's overall OHS performance. This includes providing leadership, direction, resources and support, to ensure the workplace is safe and without risk to health, in consultation with employees.
- 4.2. ECC will work closely with and take direction from ECU to ensure the ECC OHS framework is in harmony with the umbrella OHS framework provided by ECU.

### Responsibility

- 4.3. Line managers and supervisors are responsible for implementing ECC's OHS related policies and for proactively addressing issues that may adversely affect OHS performance or the wellbeing of people at ECC sites.
- 4.4. Line managers and supervisors must:
  - Implement ECC OHS policies and procedures effectively;
  - Identify and assign occupational health and safety duties to appropriate employees;
  - Consult with employees and take account of their views in decisions that impact on their health, safety and welfare at work;
  - Regularly review and update OHS arrangements for activities such as training, hazard management, first aid, emergency action and evacuation so that they continue to meet ECC's OHS needs and responsibilities;
  - Develop and maintain, in consultation with OHS representatives and employees, an OHS improvement plan;
  - Ensure all persons are aware of their statutory occupational safety and health responsibilities and are inducted and trained to a competent level to manage occupational safety and health activities in their workplace;
  - Ensure that OHS policies and procedures are accessible to those who need access;
  - Investigate and report on all OHS incidents and accidents so that weaknesses in ECC's OHS system are identified and corrected;
  - Keep up to date with developments in OHS legislation and standards that impact on their work area.
- 4.5. Employees are responsible for:
  - Fully cooperating with management on health and safety matters and are not to interfere with or misuse anything provided in the interest of OHS;
  - Working safely at all times to protect their own health and that of others at the work site who may be affected by their acts or omissions;
  - Participating in OHS consultation and training initiatives; and

- Reporting all hazards, potential hazards, accidents and near misses to their Line Manager and HR Coordinator / OHS Representative.
- 4.6. The HR team is responsible for:
- Recording all OHS incidents, hazards and other activity in a register;
  - Providing staff with information or access to information on OHS policies and procedures including Accident Reports, Workers Compensation claims and training.
  - Processing Workers Compensation claims.
- 4.7. Students are responsible for working and acting safely and:
- complying with all legislation and all ECC / Edith Cowan University's OSH policies, procedures and instructions;
  - complying with all safety and health instructions provided by the lecturer or tutor such as, the instruction to use and wear personal protective equipment including safety footwear that has a closed heel and toe, (no sandals or open-toed shoes);
  - not willfully placing at risk the safety and health of themselves or any person at the workplace by their acts or omissions;
  - taking action to avoid, eliminate or minimize hazards, while making proper use of all safety devices and personal protective equipment;
  - seeking information or advice regarding hazards and procedures where necessary before carrying out new or unfamiliar activities;
  - keeping themselves informed with emergency and evacuation procedures and the location of first aid kits, personnel and emergency equipment;
  - reporting all accidents, near misses, hazards or potential hazards of which they are aware to their lecturer/tutor and assist with the avoidance, elimination or minimisation of the same
- 4.8. All contractors working at ECC must check and comply with relevant OHS requirements set out Edith Cowan University (outlined below).
- 4.9. Visitors are responsible and accountable for their actions when on campus property and are required to co-operate with the Universities OHS requirements

### Identifying and Reporting Hazards and Incidents

- 4.10. For step by step procedures regarding reporting hazards, accidents, near misses, workers compensation and emergency evacuations please refer to the ECC Occupational Health and Safety Guidelines.
- 4.11. ECC staff that identify or are advised of an OHS hazard or incident are responsible for reporting the matter to their Line Manager and HR Coordinator as soon as possible.
- 4.12. Where the hazard is identified as part of the property and/or plant of ECU which includes the buildings in which ECC are located, then ECU must be informed as soon as is possible.

- 4.13. Line Managers who identify or receive notice of hazards or incidents are responsible for taking appropriate action to address the matter. Managers are expected to consult their own Line Managers as part of the resolution process to ensure that decisions are made in line with ECC's Delegations Policy.
- 4.14. The HR Coordinator or OHS representative/nominee are responsible for regular reporting of all OHS matters to the Senior Management Group on a quarterly basis and ensuring necessary processes such as workers compensation claims and corrective actions are followed up.
- 4.15. ECC's Senior Management team is responsible for the overall effectiveness of OHS related policies, procedures and systems and will initiate improvements where appropriate. It is also responsible for ensuring that work sites inspections take place on a regular basis to identify new risks and implement control strategies; and

### **Contractor(s)**

- 4.16. The term Contractor(s) includes principal contractors and their sub-contractors who have been engaged by ECC or ECU for the specific duty of undertaking the task in which they have been contracted to perform. They are responsible for:
  - complying with all University occupational safety and health policy, procedures and codes of conduct;
  - undertaking a risk assessment on the work for which they have been engaged to undertake, in consultation with the person who engaged the contractor. If appropriate, supply a written safety plan for consideration and assessment to the same;
  - ensuring that all equipment to be used on site is in a safe working order and all electrical equipment has been properly tested and tagged in accordance with legislative requirements;
  - training of their employees and sub-contractors in regards to safe work practices;
  - ensuring the prompt reporting of any hazards and /or accidents;
  - undertaking regular site inspections to identify new risks and implement control strategies; and
  - the provision of personal protection equipment, the erection of barricades, protective devices and signage as required by the University, the OHS Act and Regulations.

ECC acknowledges use of ECU OSH Policy in the development of this policy.