



Macarthur Community College Inc
RTO ID 6860

POLICY	
Title	Work Health and Safety
Purpose Describe policy intent	Confirm the College's commitment to WH&S. Communicate WHS obligations to all staff, Tutors and participants.
Scope List who this policy and procedure applies to	All Staff Tutors Coordinators Participants Anyone who observes potential hazards etc, unsafe practises and equipment have a duty to report them immediately in an appropriate manner. The co-operation of all employees and at all levels is sought to ensure that a safe environment exists for everyone.
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Work Health and Safety Act 2011 Work Health and safety Regulation 2011
Definitions	Hazard – any physical object or situation which has the potential to cause an accident Hazard Awareness – conscious scanning of the workplace by Staff for Hazards PCBU - The concept of the employer with responsibility for WHS has been broadened by using the term person conducting a business or undertaking. For this purpose the College is a PCBU Worker - is a person who carries out work in any capacity for a PCBU, including work as; <ul style="list-style-type: none"> • an employee / tutor • a tutor contractor or tutor subcontractor • an employee of a contractor or subcontractor • an apprentice or trainee • a student on work experience • a volunteer
Policy	Our College is committed to providing and maintaining a safe working and learning environment which minimises risk to health, safety and welfare. We fully endorse the guidelines as stipulated in New South Wales Work Health and Safety Act 2011 and are committed to: <ol style="list-style-type: none"> 1. providing everyone in our workplaces with a safe and healthy working and learning environment 2. promoting dignity and respect in all workplaces and taking action to prevent and respond to bullying in its workplaces 3. supporting and promoting health and wellbeing 4. clear and timely communications, providing appropriate information, training and instruction to facilitate safe and productive work and learning environments 5. providing an effective and accessible safety management



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	<p>system for all employees and others to guide safe working and learning in all workplaces</p> <p>6. the reporting of incidents in accordance with statutory and regulatory obligations and internal policy requirements so that action can be taken to manage the incident, prevent further incidents, and provide support where required</p> <p>7. Our focus is on the prevention of accidents, injury and illness by implementing occupational health and safety systems into all aspects of work</p> <p>The College will exercise due diligence to ensure the health and safety of workers (and others) so far as is reasonably practicable and is legally required to ensure that the workplace is safe. However it is every person (including employees, contractors and participants) who must make reasonable effort to ensure that:</p> <ul style="list-style-type: none"> • accidents are prevented • everyone is protected from injury • health is preserved and promoted • hazards are removed or controlled • the training environment is clean and uncluttered at all times 				
Relevant documentation	<p>OHS Checklist Evacuation Procedure Signs Hazard identification check list Tutor Induction Checklist Co coordinators Duty Schedule – Hazard Awareness Hazard report forms Accident report forms Accident Register (kept in College main office) Tutor Handbook Participant Handbook</p>				
Communication and support for staff	<p>Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request</p>				
Procedure	WHS				
Review date	March 2016				
Mapping to Standards for RTOs	8.5, 8.6				
Version and Date issued	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Version</td> <td style="width: 16.5%; text-align: center;">1</td> <td style="width: 33%;">Date issued</td> <td style="width: 17.5%; text-align: center;">01/4/15</td> </tr> </table>	Version	1	Date issued	01/4/15
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Developed By	VET Manager				
Approved by	Principal				

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