

# Occupational Health and Safety Policy



THE KING'S COLLEGE  
Be exceptional.



## Compliance and Review

The King's College is committed to the continuous improvement of its Child Protection Programme and adhering to the WA child protection laws, regulation and standards.





### 1. Overview

***The King's College implements rigorous processes through its Child Protection Policy to ensure that the College physical and online environments meet child safe standards at all times.***

This policy recognises that the health and safety of all staff, students, Contractors and visitors within The King's College is the responsibility of the College. In fulfilling this responsibility, the College has a duty to provide and maintain so far as is reasonably practicable, a working environment that is safe and without risk to health. This includes

- providing and maintaining safe equipment and systems of work
- making and monitoring arrangements for the safe use, handling, storing and movement of equipment and substances
- maintaining a workplace that is safe and without risks to health
- providing adequate facilities for the welfare of all staff and students
- providing information, training and supervision for staff enabling them to work in a safe and healthy manner
- providing information to Contractors enabling them to work in a safe and healthy manner

The Principal (under delegated responsibility from the College Board) is responsible for the implementation and monitoring of this policy.

The health and welfare of all staff at The King's College is of major concern and to that end, we are committed to the provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.

In fulfilling the objectives of this policy, the Principal is committed to regular consultation with staff to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

### 2. Duties

The King's College will take all reasonable and practicable steps to provide and maintain a safe and healthy work environment for all staff, students, volunteers, visitors and contractors.

#### 2.1 The Principal

The Principal is responsible for the effective implementation of the College's **Occupational Health and Safety Policy** and shall:

- observe, implement and fulfil its responsibilities under the Occupational Health and Safety Act and regulations that apply within the State
- ensure that the agreed procedures for regular consultation between the Principal and those with designated and elected health and safety functions are followed
- ensure that all specific policies operating within The King's College are periodically revised and are consistent with College health and safety objective
- provide relevant information, training and supervision for all staff in the correct use of equipment and substances used within the College
- ensure that all staff, students, contractors and visitors inform the College of incidents and accidents occurring on the College premises so that health and safety performance can be accurately assessed

## Occupational Health and Safety

### 2.2. All Staff

- have a duty to take reasonable care of their own health and safety and of others affected by their actions of work
- should comply with the safety procedures and directions agreed between the Principal, staff and with the appointed occupational health and safety representative.
- will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of College staff and students
- must act in accordance with agreed College procedures for accidents and incident reporting and report potential hazards to the Principal, Deputy Principal, Student Services or the Maintenance Team as appropriate

### 2.3 Contractors

**NB Outsourcing work to contractors does not remove an employer's occupational health and safety obligations.**

The King's College shall, as far as is practicable, ensure that a contractor and its employees

- carry out their work in safe premises
- employ systems of work that do not compromise the safety of staff and students
- are notified of any potential hazards associated with the location or use of the area where the works are to be carried out

For the purposes of this policy, Contractors engaged to do work in the College have obligations to ensure safe work practices and shall comply all with relevant Occupational health and safety standards.

Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the College's environment.

Upon the completion of the work, the Principal or Principal's nominee will inspect the works to ensure the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

## 3 The Management of Occupational Health and Safety

### 3.1 Consultation with, and Direct Involvement of Staff

All staff are involved in Occupational Health and Safety at various stages. The King's College has the below process for involving employees in identifying hazards, reporting problems and providing possible solutions to Occupational Health and Safety issues.

- Staff shall report Occupational Health and Safety concerns to the Safety Representative or Deputy Principal, Student Services, or the Maintenance Team or raising them at staff meetings where Occupational Health and Safety is a standard agenda item.
- All general staff meetings shall contain Occupational Health and Safety as an agenda item in which the employer can provide information on general changes to the workplace and inform staff if the **Occupational Health and Safety Committee** has recently met. Staff will have an opportunity to raise any concerns at this stage.
- The King's College will instruct all department line managers to ensure that should Occupational Health and Safety issues arise that effect individual departments, then those issues will be raised in departmental meetings.

### 3.2 Induction of New Staff

- All new staff at The King's College will be informed of the Occupational Health and Safety policies of the College through the normal induction process.
- New staff will be trained in safety procedures and be given a working knowledge and understanding of the commitment of the Principal and staff of the College to safety and the prevention of accidents in the workplace.

### 3.3. Occupational Health and Safety Representative (OHSR)

The College staff shall be represented by a minimum of one Occupational Health and Safety Representative.

Current Representative is: **Ms Val Baker**

The Occupational Health and Safety Representatives assist the College Principal in carrying out of routine Occupational Health and Safety inspections.

The Principal will provide to the Representatives any information the College possesses on the health and safety of the employees or any actual or potential hazards at the workplace.

Occupational Health and Safety Representatives will be encouraged to attend relevant Professional Development courses to further enable them to fulfil their roles.

### 3.4 Occupational Health and Safety Committee

The King's College has established an Occupational Health and Safety Committee. The names of the Committee members are:

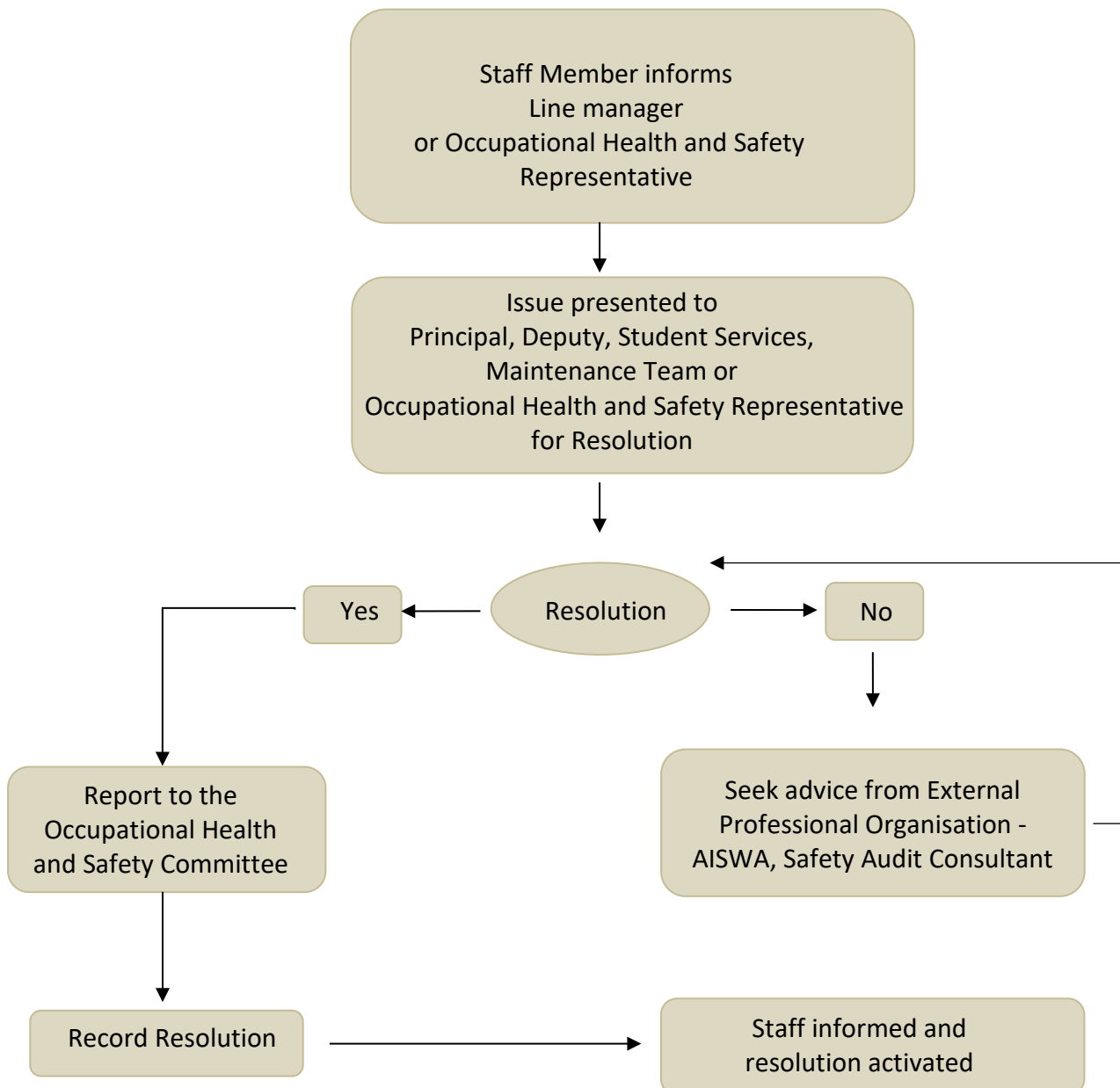
- |                      |   |
|----------------------|---|
| • Val Baker          | Occupational Health and Safety Representative |
| • Orlando dos Santos | Principal                                     |
| • Kyle Baggaley      | Dean of Students                              |
| • Tammy Fenwick      | Operations Manager                            |
| • Lachlan Chong      | Business Manager                              |

The role of the Committee is

- To facilitate co-operation between the College and staff with a view to ensuring the health and safety of the staff and students
- to provide staff with information including standards, rules and procedures relating to health and safety which are to be carried out or complied with at the workplace
- to deal with any other relevant matter as agreed
- to assist the Occupational Health and Safety Representatives and the Principal to ensure the Occupational Health and Safety responsibilities of management and staff are met on a regular basis
- to assist in the communication to staff of Occupational Health and Safety practices and awareness
- minutes of meetings will be kept on file and made available to all staff
- to provide advice to the Principal on the induction of new staff on Occupational Health and Safety matters

The Occupational Health and Safety Committee meets once a term. The activities and issues with which the Occupational Health and Safety Committee deal are reported regularly at whole staff meetings.

## Issue Resolution Procedure



## 5. Risk Management

The risk management of the physical environment of the College is managed through:

- Occupational Health and Safety representative/s to conduct formal Safety audit each semester
- Maintenance reporting system and ongoing maintenance schedule (see Building, Maintenance and Learning Environment Policy Policy)
- Occupational Health and Safety and Risk Management being standard agenda items for staff meetings
- Routine familiarisation of staff to Occupational Health and Safety, Duty of Care and Crisis Management related policies

### ***Related Policies and information:***

*Risk Management Policy*  
*Critical and Emergency Incidents and Crisis Management Policy*  
*Building, Maintenance and Learning Environment Policy Policy*  
*Staff Code of Conduct*  
*Parent Code of Conduct*  
*Student Code of Conduct*  
*Child Protection Policy, including grooming*  
*Child Safety Framework*