



Appendix 1 - Overview of Workplace Health and Safety Status

Australian Career College Work Health and Safety Policy sets out the College's commitment to continuous improvement of health and safety through a framework of consultation, specific responsibilities and the management systems that are to be implemented. The objective of the policy is to promote the health, safety and welfare of all College staff, students, contractors and visitors to the College. The policy also facilitates compliance with the provisions of the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.

The Workplace Health and Safety Policy is included in the face-to-face induction for new employees and is also available from the online Australian Career Policy Library. The policy is reviewed every 6 months.

Planning

Planning identification of hazards, hazard/risk assessment and control of hazards/risk

The overall approach taken by Australian Career College to the identification, assessment and control of health and safety hazards and their associated risks is described in the 'WHS Risk Management Procedures' available online from the Australian Career Policy Library.

Legal and other requirements

The Workplace Health and Safety team has identified the health and safety legal requirements applicable to the College e.g. legislation, Codes of Practice and Australian Standards, and maintains a library for access by all staff.

Objectives and targets

Health and safety objectives and targets for the College are laid out in the WHS Plan 2013-2016. The Executive have accepted and implemented recommendations from the OHS Management System Audit 2009/2010 that: "health and safety objectives and targets will be included in the operational planning for all work units on an annual basis".

WHS management plans

The WHS Plan 2013-2016 provides the basis for individual work units, in their health and safety plans, to set local objectives and targets. As previously stated all work units now include health and safety in their operational plans.

Implementation

Resources

Australian Career College has identified and allocated financial and physical resources to enable the effective implementation of the Workplace Health and Safety Management System (WHSMS). These resources are provided for in the provision of the budget allocation to the Workplace Health and Safety team and the overall budget of the individual work units.

Responsibility and accountability

The Work Health and Safety Policy clearly defines, documents and communicates the responsibilities and accountabilities of the General manager, Senior manager, Managers, Employees and Contractors.

The Manager, Workplace Health and Safety has responsibility and authority for ensuring that the WHSMS requirements are established, implemented and maintained in accordance with AS/NZS 4801:2001 Occupational health and safety management systems, and reporting on the performance of the WHSMS to Senior manager for review and as a basis for improvement of the WHSMS.



Training and competency

The College in consultation with employees identifies training needs in relation to performing work activities competently, including health and safety training.

The College determines the competencies, training and experience required by employees and others for the safe performance of the various tasks at the workplace. Job descriptions outline specific qualifications and competencies (including any prescribed by legislation) required. The annual performance management process also identifies training needs. There are situations where specialised training and qualifications are required such as where employees are required to work with radioactive isotopes and apparatus and formal training is provided by an external Radiation Expert. Specific training is provided for additional health and safety roles e.g. Emergency Wardens, First Aid Officers and Safety Support Officers.

An annual program of training courses in health and safety is displayed in the HR Services training calendar and are organised and run on demand.

Consultation

Consultation between the College and employees is an essential part of effectively managing health and safety in the workplace. The College consults with employees so that they may contribute to decisions about the implementation of safety practices and systems designed to ensure the health, safety and welfare of employees. Employee involvement at all levels is critical for ensuring a safe workplace.

The College ensures that there is a sharing of relevant information about health, safety and welfare with employees; that the employees are given the opportunity to express their views and contribute in a timely fashion to the resolution of health, safety and welfare issues in the workplace; and the views of employees are valued and taken into account.

The primary method of consultation is through Health and Safety Representatives (HSR's) who are set up in accordance with the Work Health and Safety Act 2011.

Communication

Australian Career WHS Policy, health and safety documentation and other relevant health, safety and welfare information is communicated to staff, students, contractors and visitors through the following media:

- Workplace Health and Safety website
- Targeted correspondence and emails to employees and students
- Employee health and safety induction program
- Online contractor health and safety induction program
- Course unit handbooks
- Student information publications
- Safety manuals and Safe Work Procedures
- Safety signage

Reporting

Australian Career measures and reports its health and safety performance on a regular basis via:

- Workplace health and safety inspections
- Incident, Accident and Hazard Reports
- Health, safety and injury management reports to the College's Executive and Council
- Health and safety assessment reports to Heads of Work Units
- Health and safety audits of the WHSMS
- Reports of injury to Workers Compensation insurer



Documentation

Australian Career College has an extensive range of WHSMS documentation that is available to employees and students at the Workplace Health and Safety website. Policy and procedure documents are developed when required by new legislation, changes in procedures, new teaching and research activities or through trends identified in Incident, Accident and Hazard Reports and reviewed at regular intervals to ensure that they stay current. Consultation with the College community occurs during the development or review process. Direction to related documentation is provided through the Workplace Health and Safety website.

Document and data control

All central WHSMS documentation is recorded using standard templates and document control processes. System documents are maintained on the Workplace Health and Safety website. Changes to documentation are notified by email to the College community. Any hard copies of documents are considered to be uncontrolled. Policies are reviewed regularly in consultation with relevant stakeholders and approved by the General Manager. All policies are authorised by the General manager and their issue date recorded on the document.

Managing Operational Risk

Australian Career College's procedure for hazard identification, risk assessment and risk control and the evaluation of effectiveness of control measures is documented in WHS Risk Management Procedures and can be found on the Workplace Health and Safety website.

The College uses the following methods to identify hazards:

- *Safety audits*
- *Workplace inspections*
- *The Safety Support Officer*, in consultation with employees, inspects and observes the workplace to identify any hazards
- *Incident, Accident and Hazard Reports*
- *Injury and Illness*
- *Consultation*
- *Health and Environmental Monitoring*
- *Incidental Identification*

Measurement and evaluation

Monitoring and measurement

Australian Career has a comprehensive program for the monitoring and measurement of key aspects of its operations and activities. This includes testing and monitoring requirements for aspects of the operation of buildings, equipment/machinery and apparatus, essential services, waste disposal, activities involving chemicals, radioactive substance/sources and apparatus covered under WHS and other relevant legislation. Health surveillance is carried out on a needs basis where possible exposure to a hazard may occur e.g. noise, insufficient lighting, and low/high humidity.

Incident investigation, corrective and preventative action

Australian Career College's 'WHS Risk Management Procedures' details the procedures for reporting incidents, accidents and hazards. The Incident, Accident and Hazard form is available on the Workplace Health and Safety website. Records of incidents, accidents and reported hazards are maintained by the Workplace Health and Safety team and used for analysis and reported to University Executive three times a year, and included in annual reports to College Senior manager and Council. The data is also used to identify areas requiring action during the annual planning process. Preventative action is reviewed by the Workplace Health and Safety team to ensure completion and effectiveness.



Workplace inspections

Periodic inspections of all workplaces are undertaken. Once the inspection is completed by the Safety Support Officer, recording sheets are forwarded to the head of the work unit to implement corrective action and follow up.

Records and record management

Health and safety records are maintained in accordance with College records management procedures. Legislative requirements include maintaining all Incident, Accident and Hazard Reports and the confidential storage of Workers Compensation files. Examples of records maintained by Workplace Health and Safety include: induction and training; inspection and test reports; and chemical inventory database.

WHS Management System audit

SCU periodically undertakes a comprehensive internal audit utilising the SafetyMAP audit tool to evaluate the effectiveness of the WHSMS at university and academic/administrative level. The SafetyMAP tool covers all aspects including: health and safety policy; planning; implementation; monitoring and measurement; and management review. Specific work unit WHSMS compliance internal audits are carried out annually with a three year rotation to cover all work units.

Management review

The Workplace Health and Safety team prepares an annual report for the College Senior manager and Council on the management of health and safety (WHSMS). The report provides the necessary information on the performance of the WHSMS to enable review of the WHSMS on an ongoing basis, ensuring that the systems in place continue to meet the needs of the College.

Australian Career College organisational chart

