WORK HEALTH & SAFETY POLICY

POLICY STATEMENT
Monte Sant’ Angelo Mercy College is committed by its adherence to the Mercy values of Justice & Respect for Human Dignity to provide a safe and healthy environment for all members of the College community.

All employees of the College contribute to the development and maintenance of this safe & healthy environment.

The College actively promotes systems and processes to ensure compliance with the Work Health and Safety Act 2011 (as amended).

To implement the College’s commitment and to assist employees meet their responsibilities, the College has a program of management which includes:

- identified avenues for consultation for all levels of responsibility
- systems and processes for risk identification and mitigation
- appropriate training for all members of the College community, including employees, volunteers and students.

*Endorsed by the College Board: 5 August 2002*

THE WH&S SYSTEM
For a full overview of the WH&S system, please consult the WH&S Manuals. Below are elements of the system most directly pertaining to staff in general.

WH&S Consultation Procedure
All members of the College Staff are consulted about the form the consultation arrangements will take.

History
The alternative forms of consultation were explained by the Principal at a whole staff meeting on March 2002. Staff were asked to take some time to consider these alternatives. A survey was then circulated to all staff. The overwhelming response was for the nomination of the College Maintenance Manager to the position of OH&S Officer, with consultation to proceed through the collaborative meeting system and communication channels already established in the College. This was in lieu of a College OH&S Committee.

The College OH&S Officers (now WHS Representatives) are the Manager Facilities and Resources and the Director Staff Services.

Employees are consulted and informed about WH&S through the most appropriate channel for the issue:

1. The Meeting System
2. MonteNet
3. Memos and email
4. Staff meetings
5. The Hazard ID/Assessment Reporting
6. Accident/Incident and Near Miss Reporting
7. Direct consultation with a member of the Executive
8. Workplace inspections
9. Position Specifications
10. Appraisal
11. The Staff Handbook/Induction
12. The College Diary
13. The Common Drive

1. The Meeting System
   Department Team Meetings are the primary avenue for WH&S consultation.
   1.1 WH&S issues raised are logged by way of a WH&S Report which is accessed via the SOS reporting system in Outlook.
   1.2 It is the responsibility of the Head of Department to monitor WH&S matters raised and any consequent action decisions.
1.3 The Facilities and Resources Manager and the Director Staff Services will consult with all staff impacted by any WH&S issue referred directly to them and will ensure that the matter is entered as a SOS WHS Report for action.

1.4 When resolution of the issue occurs, the Facilities department will record what action has been taken in the WH&S Report and it becomes a permanent record.

1.5 WH&S issues related to the Safe Work Practices of the team/Department should be addressed by the team/Department.

2. Memos and Email

2.1 In the case of a serious or complex WH&S issue requiring advice or information, a memo or email can be sent directly to the WH&S Representatives.

2.2 A memo combined with a survey is a method of staff consultation appropriate for data gathering or canvassing of opinion.

3. General Staff Meetings

In the case of a school-wide serious WH&S issue, or an update of WH&S procedure the staff meeting is used for discussion and resolution of the issue. Staff Meetings are held from time to time in Term time.

4. WH&S Hazard Report

Staff may report an WH&S Hazard by sending an email to SOS – Maintenance/WH&S, describing the matter. This report will be logged by the system and will then be followed up by the Facilities team. Action regarding the matter will be logged and an action completed notification will be sent by the Facilities team.

5. Accident/Incident and Near Miss Reporting

All accidents/incidents and near miss incidents must be reported to the Health Centre Nurse who will commence the process of recording details of any injuries and notifying the Workers Compensation Insurance company if required. There are relevant forms in the Common Drive and also with the Health Centre Nurse. This reporting allows a review and remedial process to take place (set out in the forms) which is designed to correct or modify any physical facility, system or process that either has resulted in an injury or could cause an injury.

6. Direct consultation with a member of the Executive or management team

Any staff member may raise a WH&S issue with any member of the Executive or management team, who will pursue it through appropriate channels.

7. Workplace Inspections

These are primarily for risk identification purposes utilising the Risk Assessment Worksheet, but they also promote discussion of WH&S related issues as well as providing opportunity for WH&S training in site specific matters.

8. Role Descriptions

Specific WH&S responsibilities are included in Position Specifications.

9. The Staff Handbook/Induction

Information about the WH&S system is included in the Staff Handbook and is outlined on Induction at commencement of employment.

10. The College Diary

The College WH&S policy statement is included in the College Diary.

11. The Common Drive

The WH&S systems and processes are available on the network: COMMON\College Documents\OH&S
12. Risk Identification Procedures

This utilises three processes:

12.1 Risk Assessment Worksheet
This is used by the department when undertaking Workplace Inspections. The resultant identification of any hazards or risks is noted and logged on the WH&S Hazard Report for action.

12.2 WH&S Hazard Report
All staff have access to the WH&S Reporting system on Outlook.

12.3 Accident/Incident and Near Miss Reporting
All accidents/incidents and near miss incidents must be reported to the Health Centre Nurse who will commence the process of recording details of any injuries and notifying the Workers Compensation Insurance company if required. There are relevant forms in the Share Drive and also with the health Centre Nurse. This reporting allows a review and remedial process to take place (set out in the forms) which is designed to correct or modify any physical facility, system or process that either has resulted in an injury or could cause an injury.

All the components of the reporting forms must be completed to ensure comprehensive assessment and control of the identified risks.

13. Training

13.1 All staff
- Emergency Care
- Chemical Safety In Schools
- Introduction to OHS
- Safe Work Practices
- Evacuation
- Use of Fire extinguishers
- Hazard identification

13.2 Identified staff
- Manual Handling
- Ergonomics

13.3 New staff
- Induction