

WARRAGUL REGIONAL COLLEGE OCCUPATIONAL HEALTH & SAFETY POLICY (HEALTH & SAFETY)

NOVEMBER 2012



PURPOSE

Warragul Regional College recognises its responsibility to create a healthy and safe working environment for employees, students, contractors, volunteers and visitors to the college, to use a team approach to health and safety issues and to fulfil its statutory duties with regard to Occupational Health and Safety.

GUIDELINES

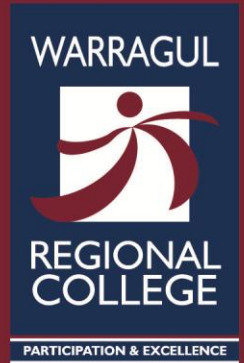
- The Principal is the person with management and control over the College under the Act.
- All members of Warragul Regional College are required to cooperate with DEECD Occupational Health and Safety directives relating to health and safety.
- Warragul Regional College leadership will consult with employees, Health and Safety Representatives and Registered Employee Organisations on matters of health and safety.
- The College aims to minimise the occurrence of injury and illness through systematic hazard identification, risk assessment and control.
- Measureable targets and objectives will be set to drive continuous improvement.
- The College will investigate health and safety incidents with a view to preventing re-occurrence.
- The College will maintain Occupational Health and Safety documentation to demonstrate their compliance to this policy and DEECD OHS Management System.
- Staff well-being, health promotion initiative and training will be regularly scheduled.
- A Return to Work (RTW) program for employees in the event of injury or illness will be implemented as required.

IMPLEMENTATION

- Occupational Health and Safety will be a designated area within the leadership structure.
- Elections for Staff Health & Safety Representative (HSR) will be conducted as required and, upon request, the elected HSR will be provided with the appropriate training.
- Occupational Health and Safety considerations will be integrated into general management practices of the College.
- Job descriptions will include Occupational Health and Safety responsibilities.
- An OHS Working Group will meet regularly, consisting of the Principal, Business Manager, Health and Safety Representative, Facilities Manager and OHS Management Nominee, with minutes posted on the OHS notice-board.
- OHS issues will be covered during staff induction.
- All staff OHS related training will be recorded on an OHS Training Register.

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- Occupational Health and Safety Issue Resolution Procedures will be prominently displayed and adhered to by all staff.
- Risk reduction will be a central goal of the College including formal hazard identification, preventative maintenance programs and emergency management plans which will be regularly reviewed.
- A Return to Work Coordinator (RTW) will be nominated and given appropriate training.
- A Return to Work policy and plan will be developed, documented and publicised.

EVALUATION

- Occupational Health and Safety initiatives and performance will be included in the College's Annual Report.
- Effectiveness and implementation of the policy will be monitored informally on an ongoing basis and evaluated formally every three years.

REFERENCES:

DEECD: www.education.vic.gov.au/hr/ohs