WORK HEALTH AND SAFETY PROCEDURE

Section 1 - Purpose and Scope

Purpose

(1)   This Procedures implements the College's legislative responsibilities, and the Work Health and Safety Policy, in respect of its risk management of work health and safety (WHS).

Scope

(2)   This Procedure:
   (a)   applies to all staff and workspaces at the ACPE campus; and
   (b)   sets out the specific responsibilities of:
      i.   the Work Health and Safety Committee; and
      ii.   those staff charged with responsibilities for undertaking workplace safety inspections.

Section 2 – Definitions

(3)   In addition to the definitions set out in the Work Health and Safety Policy:
   (a)   **Accident** means an unplanned event that has caused or has the potential to cause injury, ill health to people or damage to property and the environment.
   (b)   **Corrective Action** means planned action(s) to eliminate or minimise the potential of a hazard to cause harm to a person, property or the environment.
   (c)   **Health and Safety Representative** refers to those staff members who are the designated point of contact for individual staff seeking to obtain information and report issues concerning workplace health and safety.
   (d)   **Preventive Action** is a proactive measure taken to prevent or mitigate an incident occurring.
   (e)   **Reasonably practicable** means that which is reasonably able to be done to ensure the health and safety of workers and others, taking into account:
      i. the likelihood of the hazard or risk occurring;
      ii. the degree of harm that might occur;
      iii. the knowledge of the hazard or risk and the ways of eliminating or minimising the risk;
      iv. the availability and suitability of controls to eliminate or minimise the risk; and
      v. the cost associated with controls including whether the cost is grossly disproportionate to the risk.
   (f)   **Workplace Safety Inspection** means a planned and systematic physical inspection of the workplace to:
      i. identify and monitor workplace hazards;
      ii. identify changes to work areas which may pose new risks;

iii. monitor the effectiveness of previous corrective actions; and

iv. monitor that safety standards are being maintained.

Section 3 – Procedure

Hazard Identification

(4) The *Work, Health and Safety Act 2011* places a duty on the College to eliminate or minimise risks to the health and safety of its staff, students contractors and visitors.

(5) The College uses the following methods to identify potential hazards:
   (a) Annual safety audits to evaluate the effectiveness of the implementation of the Work Health and Safety Policy and procedures.
   (b) The CEO provides an annual report to the Audit and Risk Committee and the Board of Directors, as part of the annual Senior Management Report
   (c) Workplace inspections – systematic inspections are conducted by the WHS Committee to identify hazards which exist in the workplace. These inspections may be in high risk, medium risk or low risk areas.
   (d) Hazards are identified and recorded on checklists.
   (e) Incident and Hazard reports are completed when an incident, accident or hazard occurs.
   (f) Suitable and adequate training (which may include formal training courses) provided to staff, having regard to the nature of work, the associated psychosocial hazards and risks and the control measures to be implemented.

Frequency of Workplace Inspections

(6) The College, through the WHS Committee determines the frequency of workplace safety inspections by the level of risk associated with the workplace, including the physical work environment, the type of activities performed and/or previous history of reported hazards or incidents.

(7) The WHS Committee and Lab Supervisor undertakes workplace inspections at a minimum as follows:

Risk level	Work Area	Frequency
High	Laboratories Gymnasium Dance studios	Every 2 months
Medium	Lecture rooms Tutorial rooms Other teaching spaces Library Multi-user office spaces Student lounge General admin areas Staff kitchen Computer labs	Every quarter
Low	Single occupancy staff offices	Annually

(8) In addition to the regular inspections above, the College conducts inspections when:
(a) equipment or layout of any work area is altered;
(b) new work processes introduce a change in a work area;
(c) a new work area is commissioned; or
(d) a supervisor, manager or Health and Safety Representative requests an inspection.

Communication and consultation

(9) Communication and consultation are essential for creating and maintaining a positive health and safety culture at the College; accordingly, the College supports a team approach in addressing work health and safety matters.

(10) Staff undertaking a workplace safety inspection should, where possible:
(a) seek input from those who undertake the tasks or work in the areas being inspected;
(b) include the comments and concerns of the individuals who undertake the tasks or work in the areas being inspected should be included in the inspection checklists; and
(c) recognise the important role Health and Safety representatives play in the consultative process for the work group they represent.

Checklists

(11) Staff undertaking workplace safety inspections must use the College's Inspection Checklist as a guide to assist them in identifying hazards.

Assessing the Risk

(12) Risk assessment involves estimating the level of risk and deciding what actions will be taken. . This requires an estimation of the likelihood that injury or illness will occur and how severe that illness or injury may be.

(13) The College uses a Risk Rating to prioritise any hazard that has been identified.

Controlling the Risk

(14) The College will, in line with the *Workplace Health and Safety Regulation 2017* (NSW):
(a) seek to eliminate any reasonably foreseeable risk to health and safety as far as reasonably practicable; and if this is not possible,
(b) take action to minimise those risks as far as reasonably practicable.

(15) The hierarchy of control measures used by the College are:
(a) Eliminate the hazard – total removal of the hazard from the workplace.

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(b) Substitute the system of work, plant or substance with something safer. [For example, less hazardous cleaning agent.]

(c) Isolate the hazard from employees. [For example, restrict access to a certain area].

(d) Implement engineering controls. [For example, fume hoods.]

(e) Implement administrative controls. [For example, warning signs, training, maintenance.]

(f) Provide Personal Protective Equipment (PPE). [For example, surgical masks, hazmat suits.]

(16) The WHS Committee when assessing the appropriate controls to mitigate risk, should consider the following:

(a) Check if there is legislation that has specific requirements for a control measure.

> For example, portable fire extinguishers are legally required to be regularly serviced and maintained.

(b) Check if a Code of Practice, Australian Standard or industry standard has any guidance or requirement on controlling the hazard.

> Note: Codes of Practice issued by SafeWork NSW are available at
> www.safework.nsw.gov.au

(c) The cost (in terms of time, effort, and money) of implementing a control may be taken into account when deciding whether it is reasonably practicable to implement a particular control.

(d) Consult with staff to see if they have any solutions to the hazards they face.

(e) Seek advice from the Chief Executive Officer where necessary.

(17) As a general principle, the higher the level of risk, the more urgent it is for the College to take action.

(18) Prior to conducting an inspection, the WHS Committee should review the previous inspection report and hazards to see if previous preventive and/or corrective actions have been implemented and that the hazards are not recurring.

(19) Where a hazard poses immediate danger, the inspection team must immediately make the area safe, which may require tagging out of items, removing items from use, barricading areas or placing warning signage.

Corrective Action

(20) Following identification of a hazard, the inspection team should arrange for immediate rectification of the issue if possible.

(21) If immediate rectification is not possible, the inspection team should enter the hazards into the WHS risk register and:

(a) risk assess the hazard;

(b) lodge any maintenance or repair requested;

(c) record actions, including time frames and persons responsible for actions; and

(d) advise the Senior Management Team about the actions to ensure follow up.

(22) The inspection team should record any corrective actions with the accountable officer stated and appropriate timeframes for completing the corrective action specified.

Monitoring and Reviewing

Review of Inspection Findings

(23) The Work Health and Safety committee is responsible for reviewing the information obtained from regular inspections to:
   (a) identify any trends or recurring issues;
   (b) determine the need for training;
   (c) recommend resources to implement corrective actions;
   (d) assist in establishing or improving safe work practices; and
   (e) identify any areas or equipment that may require further in-depth hazard analysis.

(24) The Audit and Risk Committee and the Board of Directors are responsible for reviewing:
   (a) the WHS management system annually;
   (b) the results of WHS audits of the College and actions taken in response to any findings;
   (c) adequacy of controls / corrective actions put in place to mitigate risk; and
   (d) the Operational Risk register.

Records

(25) Completed workplace inspection checklists must be filed as specified by the WHS committee.

Responsibilities

(26) Other roles and responsibilities are set out in the Work Health and Safety Policy.

Accident, Incident and Hazard Reporting and Investigation

(27) Refer to the Critical Incident Policy and Critical Incident Procedure.

Record keeping

(28) The College will retain relevant records in accordance with the following table.
   (a) Nothing in this Procedure prevents the College from retaining a specific record beyond the minimum time where it is considered appropriate to do so (for example, in response to possible litigation.)
   (b) Relevant records will be disposed of securely.

Records	Examples	Retention period
Records relating to risk assessment and management of	• Hazard identification and risk assessments • Records of control measures	8 years

hazards	• Safety data sheets • Regular hazard inspections • Working from home checklists • Event safety checklists	
	• WHS committee agendas, minutes, reports and risk register. • Records of consultation or • communication with staff	10 years
Electrical equipment and electrical installations	Electrical testing records for individual items	7 years after the last test or after permanent removal or disposal
Emergency management	Records relating to appointment of first aid officers and wardens	7 years
First aid	Records of minor first aid treatment given First aid training records	10 years 45 years
Hazardous chemicals	Hazardous chemicals register Hazardous chemicals risk assessments	permanent
Risk assessments / safe work method statements/ safe work procedures	Risk assessments / safe work method statements	100 years
Training	Staff training and induction records	8 years
Inspections	Inspections reports/checklist	Permanent
Health and Safety Representatives	Nomination, election and resignation of elected Health and Safety representatives	7 years
Incidents / accidents	Online incidents or accident reports Workers compensation or other insurance / public liability claims	45 years Permanent
Ergonomics	Workstation assessments	8 years

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Related documents

This Procedure should be read in conjunction with but is not limited to:

- Work Health and Safety Policy
- Work Health and Safety Committee Terms of Reference
- Work Health and Safety Schedule for Inspections
- Critical Incident Policy and Procedure
- Student Code of Conduct
- Staff Code of Conduct
- Audit and Risk Governance Framework
- Sexual Assault and Sexual Harassment (Students) Policy and Procedure
- Equal Employment Opportunity, Discrimination, Harassment and Workplace Bullying Policy
- Diversity, Equity and Inclusion Policy

Legislation:
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulations 2017 (NSW)
- SafeWork NSW
- SafeWork - Managing Psychosocial Hazards at Work Code of Practice
- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Document Administration

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 # Unless otherwise indicated, this Procedure will still apply beyond the Review date

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