



Workplace Health and Safety Policy

***This policy addresses issues in relation to:
Safe and Supportive Environment – Student Welfare 3.6.2***

(See also Policies on Duty of Care, Risk Management, Emergency Response, Chemical Use in Schools and Repairs and Maintenance)

Policy

Al-Faisal College is committed to providing and maintaining a safe and healthy working environment for its workers, students and visitors.

We will demonstrate our commitment to work health and safety (WHS) by:

- Establishing, implementing and maintaining a WHS program that strives to achieve WHS best-practices throughout the College.
- Encouraging worker consultation and participation in all matters relating to health and safety in their workplace.
- Providing human, financial and other resources needed to meet all WHS requirements
- Creating a pro-active culture of WHS so that working safely becomes a way of life for our workers.
- Providing education and training to all staff /workers so they can fulfil their WHS responsibilities with confidence.
- Identifying hazards in the workplace and taking practical steps to eliminate isolate or minimise potential exposure to these hazards.
- Encouraging timely reporting and recording of all incidents and investigating these incidents in a timely manner to ensure contributing factors are identified and corrective action is taken.
- Providing injury management programs to facilitate safe, early and durable return to work for injured workers.
- Promoting a system of continuous improvement in WHS performance including periodic reviews of policies and procedures.
- Meeting all our obligations under relevant WHS laws and regulations, standards and guidelines.

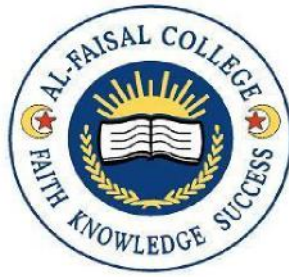
WHS Roles & Responsibilities

The NSW Work Health & Safety Act 2011 and Work Health and Safety Regulations 2011 establish WHS requirements that apply to Al-Faisal College.

The main WHS responsibilities for each group are shown below:

School Responsibilities:

Under the current WHS legislation Al-Faisal College is known as the 'person conducting a business or undertaking' (PCBU). The School is responsible for the organisation's overall compliance with WHS requirements. This includes:



- Ensuring that our work environment and premises do not present a risk to workers, clients, contractors and any other persons on site.
- Ensuring that any plant, structure or substances provided for use is safe and without risks to health when properly used.
- Ensuring that systems of work are safe and without risks to health.
- Providing adequate facilities for the welfare at work of workers.
- Providing adequate WHS information, instruction, training and supervision.
- Ensuring that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury or workers arising from the work.
- Ensuring that procedures are implemented to identify, assess, control and monitor workplace hazards.
- Ensuring that worker consultative arrangements are in place and workers/staff are consulted about WHS issues that affect them.
- Ensuring that injury, illness, hazardous exposures and near misses are reported within prescribed timeframes, the occurrence is investigated and any necessary remedial action is taken.
- Ensuring that financial resources are made available to implement remedial action.

Persons with Management or Control or the Workplace:

Al-Faisal College will ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace, and anything arising from the workplace are without risks to the health and safety of any person.

Officers

An officer means an officer within the meaning of section 9 of the *Corporations Act 2001*. In brief, this refers to any person who has major decision making power within the organisation and about the direction of the organisation.

Officers of Al-Faisal College must exercise due diligence to ensure that the School complies with their duties. In this section, **due diligence** includes taking reasonable steps:

- a) To acquire and keep up-to-date knowledge of work health and safety matters, and
- b) To gain an understanding of the nature of the operations of the business, and the hazards and risks associated with those operations, and
- c) To ensure that the School has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety
- d) To ensure that the School has appropriate processes for receiving and considering information regarding incidents, hazards and risks, and responding in a timely way to that information, and
- e) To ensure that the School has, and implements, processes for complying with any duty or obligation under the WHS Act, and
- f) To verify the provision and use of the resources and processes referred to in c) to e) above

**Managers and Supervisors**

Al-Faisal College managers and supervisors are responsible for ensuring that the safety policy and program are effectively implemented in their areas of control. Their responsibilities are to:

- Take all practical measures to ensure that the workplace under their direct control is safe and without risk to health.
- Ensure that all workers are adequately inducted and trained to safely perform their tasks.
- Ensure that safe work procedures, Safety Data Sheets (SDS) and other WHS information are readily available to workers.
- Support staff/workers that participate in WHS consultation arrangements.
- Encourage staff to report matters that are inconsistent with work health and safety standards.
- Ensure that risk management registers are maintained and treatment plans are actioned.
- Assist in the rehabilitation of injured staff in accordance with the practice's Return to Work program for injured workers.
- Investigate all health & safety matters within their areas of supervision and take remedial action.
- Ensure that all documentation associated with the management of WHS operations is complete.

Workers:

In this policy, the term 'worker' refers to employees, temporary workers, contractors/subcontractors and their workers, labour hire workers, outworkers, apprentices/trainees, work experience students, or volunteers.

Workers must, as far as is reasonably practicable,

- Take reasonable care for his or her own safety and that of other persons at work.
- Comply, so far as they are reasonably able, with any instruction that is given by the School. This requires them to follow all WHS policies and procedures.
- Report all hazards, incidents and injuries.

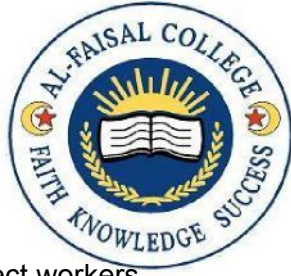
Worker Consultation

Al-Faisal College recognises the important contribution workers can make in the development of WHS policies and procedures. Meaningful consultation can lead to fewer workplace injuries and give everyone the opportunity to:

- Discuss and share their work health and safety concerns
- Identify safety hazards and risks
- Find and implement practical solutions
- Contribute to the decision making process
- Communicate outcomes in a timely manner

Consultation may take place on work health and safety matters including:

- Undertaking risk management activities



- Proposing changes that may affect workers
- Making decisions about any work health and safety procedures
- The adequacy of facilities for the welfare of workers

Al-Faisal College recognises the requirements to consult with other Schools. Al-Faisal College will cooperate and coordinate with other Schools and their workers as far as is reasonable practicable.

Previously Al-Faisal College has adopted 'a health and safety committee' as a preferred method of consultation. Resulting from the new legislation this arrangement was reviewed and a Workplace Health and Safety committee established.

Training

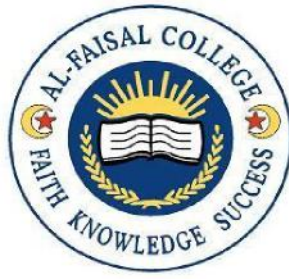
Al-Faisal College recognises the importance of providing regular information and instruction on WHS matters and will ensure WHS training becomes an integral part of day-to-day management for the school.

We will ensure that:

- Each new worker receives induction training that includes how to report hazards and risks, relevant health and safety procedures, including use of equipment and other risk control measures.
- All workers receive training on how to access health and safety information in the workplace.
- Anyone working for Al-Faisal College that may be exposed to a risk is informed of the risk and receives information and instruction commensurate with the risk.

WHS training provided will include:

- How to identify, assess, control and review workplace hazards.
- Specific hazard training (e.g. Laboratory, plant and equipment).
- Work procedures and skills training.
- Emergency procedures & evacuation training.
- All visitors and contractors visiting our premises will be informed of any significant hazards that apply to them.
- A training needs analysis will be conducted, with worker input, to identify the training required to allow workers to undertake their work safely. The identified training needs and proposed implementation schedule will be recorded in the WHS Training Planner.
- The training provided to each staff member will be recorded in a Training Register.



Risk Management

Under the WHS Act 2011 Al-Faisal College recognises the obligation to identify any foreseeable hazards that may arise in the workplace, assess the risk of harm arising from the identified hazards and eliminate or control these risks.

We will satisfy these risk management requirements through the following steps:

1. In consultation with all staff, identifying workplace hazards by taking into account any circumstances that could put people at risk of injury or illness. Hazards will be identified by conducting workplace inspections, reviewing injury records and holding discussions with workers. Typical hazards may include:

- ☐ Physical (eg. slippery floors, sharp objects)
- ☐ Chemical (e.g. toxic chemicals)
- ☐ Ergonomic (eg. hazardous manual tasks)

2. Assessing and ranking in priority the degree of risk based on the likelihood of the hazard to cause harm and the severity of the damage (refer to Risk Management Policy)

3. Controlling the risks through a preferred order of control methods (control hierarchy) based on the most effective approach that is practical for the circumstances.

Hazard Reporting

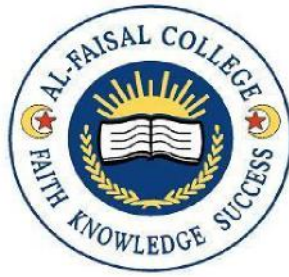
It is the responsibility of all staff /workers to identify and report hazards in the workplace.

If a hazard is reported, a Hazard/Incident Report form will be completed by the worker and Al-Faisal College.

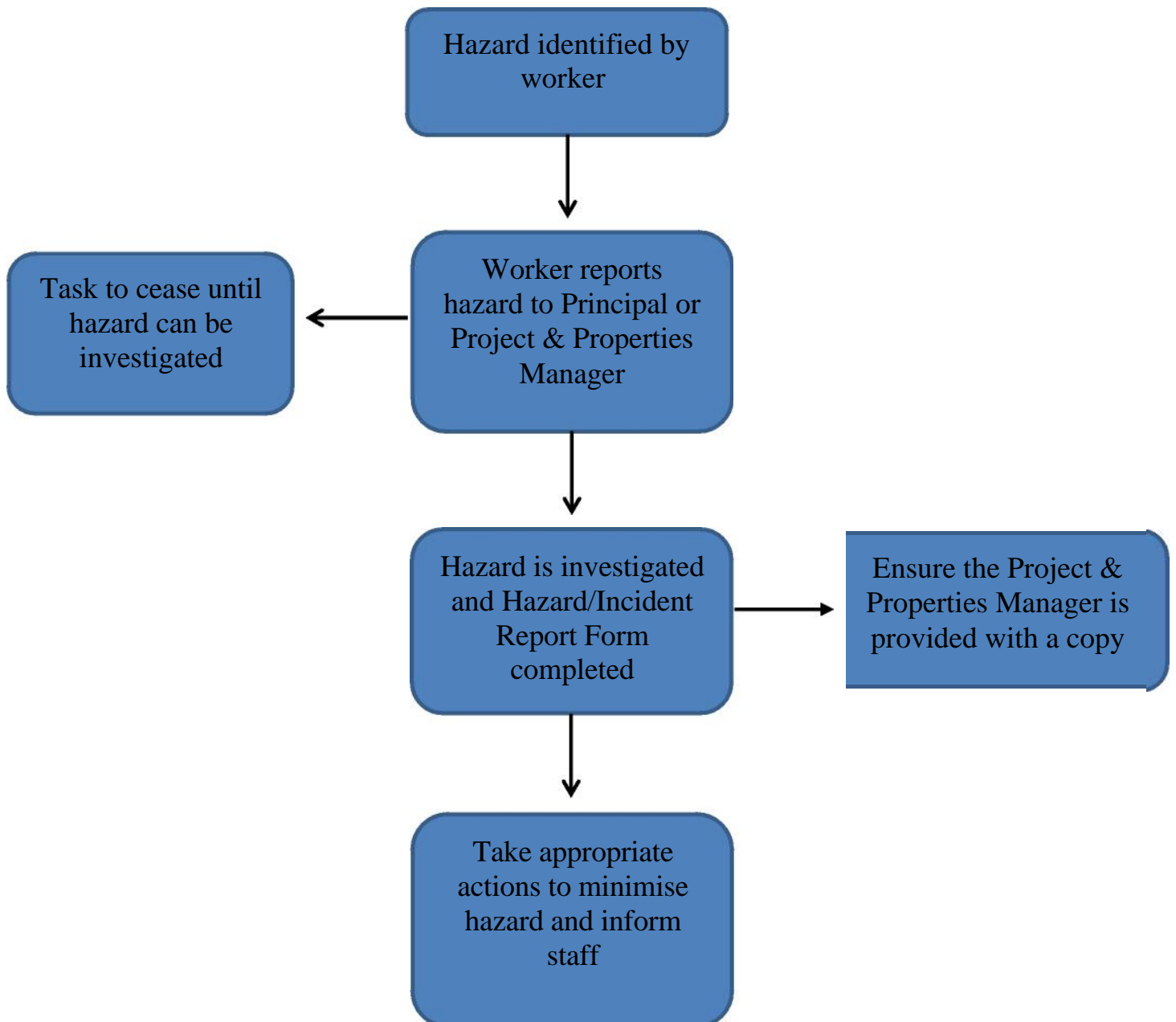
The Hazard/Incident Report outlines the nature of the hazard and provides a framework to investigate the underlying causes and take appropriate corrective measures. The Hazard/Incident Report should also be used to identify any hazards associated with significant changes to existing equipment, procedures, or physical site. Activities which are assessed to be outside of safe work practices or for which staff have not been trained may not be undertaken.

It is important that a suitable solution be found to control any hazards.

The steps involved in reporting and resolving hazards are shown below:



Hazard Reporting Flow-Chart





Workplace Inspections

Al-Faisal College will conduct regular workplace inspections to identify safety risks and provide solutions to manage these risks.

Regular workplace inspections (at least quarterly) will be conducted using the Workplace Inspection Checklists provided. These checklists cover a range of potential hazards including:

- Hazardous manual tasks
- Trip/fall hazards
- Ergonomics
- Electrical safety
- Access and egress
- Fire prevention

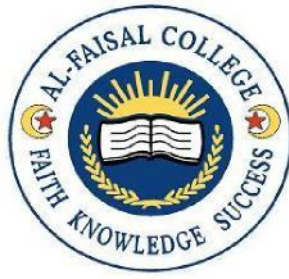
The main objective of a safety inspection is to find out if substandard conditions exist and ensure that these or similar problems will not occur in the future. In instances where Al-Faisal College doesn't comply with a health and safety item on any of the checklists, an action plan to rectify the problem will be developed.

Informal inspections should be done regularly by staff in their area. Every person in the organisation should make inspections part of their normal work practices.

Clients/Volunteers & Work Experience Students

Al-Faisal College is responsible for the safety of students, contractors, volunteers and work experience students while they are on our premises. We will ensure that they are not exposed to health or safety risks by taking all reasonable care to identify foreseeable hazards, assess risks and eliminate and/or control hazards that may affect them.

All clients, volunteers and work experience students will be made aware of any significant safety issues on the premises that may affect them and reasonable precautions will be taken to limit their exposure to these risks. Al-Faisal College will also ensure that appropriate procedures are in place to allow for clients to be safely evacuated in the event of an emergency.



Emergency Procedures

Al-Faisal College will ensure that all practicable steps are taken to prevent emergencies on its premises and to ensure the safety of all persons if an emergency should occur (refer to Emergency Response Policy).

In the event of an emergency, we will ensure that:

- Staff, students and visitors will be able to evacuate the premises in a safe and rapid manner.
- Procedures exist to facilitate emergency communications.
- Appropriate procedures and training exist to enable medical treatment of injured persons.
- Adequate arrangements are made for shutting down any critical equipment.

We will designate one or more people to be responsible for emergency control and coordination. These people will facilitate the actual evacuation of the premises during an emergency and the consequent emergency actions required, to ensure the safety and wellbeing of staff, students and visitors.

Staff will conduct regular evacuation and lockdown drills as specified by the school management (minimum of one evacuation and lockdown drill per semester).

We will also ensure that our premises are adequately equipped for fire safety and other relevant emergencies including:

- Fire extinguishers.
- Evacuation plans posted throughout the premises.
- Training for staff members including regular evacuation and lockdown drills.

First Aid

Al-Faisal College will ensure that adequate first aid facilities are available to provide immediate treatment of injuries and illnesses that may arise. Typical injuries expected at Al-Faisal College will be identified and any additional supplies that may be required to deal with these injuries will be included in the first aid kits.

First Aid Kits:

- The location of the first-aid kit will be identified with appropriate signage.
- The first-aid supplies will be checked every 6 months by a designated first aid personnel member and replenished as required to ensure that the kit is complete and that all items are within their expiry dates.

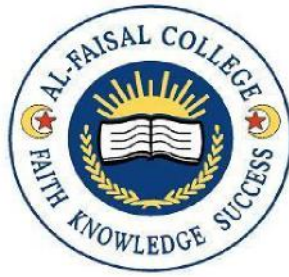
First Aid Personnel:

- All staff are first aid trained and are available to provide immediate treatment of workplace injuries.

Hazardous Manual Tasks

Al-Faisal College is committed to the prevention of injuries associated with hazardous manual tasks. We will achieve this by:

- Identifying and assessing all routine hazardous manual tasks requirements within the school. Consideration will be given to hazardous manual task risk factors including: – The characteristics of the load being lifted (eg. heavy items, large or awkward boxes)



- The task design (e.g. extended bending/reaching)
- Workplace layout (e.g. obstructions)
- Ensuring that control measures are put in place to eliminate or reduce the risk to an acceptable level.
- Where practicable, providing appropriate mechanical aids to eliminate or reduce hazardous manual tasks risks.
- Regularly seeking input from workers in regards to the identification, assessment and control of hazardous manual tasks.
- Providing training to workers on proper hazardous manual tasks procedures appropriate for their

jobs.

Injury Management

Al-Faisal College is committed to the effective management of injured workers and facilitating their early return to work.

Our Injury Management procedures are as follows:

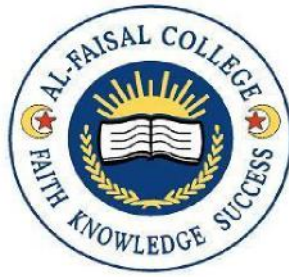
Injury Notification:

- All incidents or injuries will be reported to the Executive Principal or delegate as soon as possible.
- A Hazard/Incident Report Form will be completed for all accidents, injuries or near misses.
- Injury details will be recorded in the Registry of Injuries.
- WorkCover NSW will be notified immediately on 13 10 50 if there is a serious incident involving a fatality or serious injury (eg. serious burn or amputation).
- Our workers compensation insurer will be notified of an incident where workers compensation is or may be payable.

Worker Compensation Claims:

Al-Faisal College will provide effective management of worker's compensation claims by:

- Cooperating with our workers compensation insurer in developing an injury management plan for the injured worker.
- Consulting with the injured worker, workers compensation insurer and the treating doctor to develop an individual Return-to-Work Plan offering suitable duties when the injured worker is capable of returning to work.
- Providing appropriate assistance to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.



Plant and Equipment

Al-Faisal College will ensure the safety of any plant or equipment used by its workers. We will minimise risks presented by the use of equipment by:

- Providing appropriate equipment for the work to be done and ensuring that equipment is used only for the purpose for which it was designed.
- Ensuring that safety devices are provided and use as intended.
- Providing information, training and supervision for workers on the safe use of equipment.
- Ensuring workers have the appropriate skills and training to carry out the work.
- Ensuring that appropriate tests, checks and inspections are made of the equipment.
- Ensuring that equipment is properly maintained,
 - including: – Any safety features or warning devices.
- All maintenance, repair work or modifications are undertaken by a competent person in accordance with the manufacturer's recommended procedures.
- Ensuring that equipment is isolated and adequate measures taken to safeguard personnel during equipment maintenance.
- Any servicing, repairs or inspections documented using the Equipment Maintenance Register.
- Preventing defective equipment from being used until risks have been eliminated or controlled.
- Ensuring that any new equipment purchased is safe and complies with all current WHS laws and standards before purchase is made.

Hazardous Substances

Many hazardous substances including any chemicals can cause injury or illness if used incorrectly (eg. cleaning solutions, acids or corrosive components). Al-Faisal College will ensure that adequate precautions are taken in the selection, handling, storage, transport and disposal of hazardous chemicals.

We will manage the use of hazardous chemicals by:

- Selecting chemicals that present the lowest risk to workers (including toxicity, corrosiveness and flammability).
- Maintaining a Hazardous Chemicals Register for all hazardous chemicals used on the premises.
- Obtaining Safety Data Sheets (SDS) and making them readily available to workers using any hazardous chemical.
- Providing appropriate personal protective equipment (PPE), emergency equipment and other safety equipment as specified in the SDS's.
- Providing adequate information and training in the safe use of any hazardous chemicals.
- Ensuring that hazardous materials are stored in an appropriate lockable storage cabinet which are properly sealed.



Personal Protective Equipment (PPE)

Al-Faisal College will make every effort to identify hazards and eliminate or isolate the risks associated with hazards before requiring staff to wear personal protective equipment (PPE). Where elimination or isolation is not possible or practicable, Al-Faisal College will supply its staff with adequate and appropriate PPE.

If measures taken to control a risk include the use of PPE (eg. gloves, eye protection, etc.), Al-Faisal College will ensure that:

- ☐ Each person at risk is issued with PPE that is appropriate to the hazard and the application.
- ☐ The person is trained in the proper use, care and limitations of the PPE.
- ☐ The equipment is provided in a clean and hygienic condition.
- ☐ A check is undertaken to ensure that equipment fits properly.
- ☐ Re-usable equipment is properly maintained and is replaced as required to control the risk.
- ☐ A suitable place is provided for storage of the re-usable equipment.
- ☐ All PPE used during when administering first-aid will be disposed of in accordance with recognised infection-control procedures.

Purchasing

Al-Faisal College will ensure that the acquisition of new plant and equipment will be conducted in such a manner as to eliminate or minimise the likelihood of workplace injury or illness.

When acquiring new plant and equipment, Al-Faisal College will ensure that:

- ☐ It complies with all current WHS laws and regulations or appropriate standards before the purchase is made.
- ☐ It is appropriate for the task.
- ☐ Operating instructions are supplied.
- ☐ Any faults and defects are identified prior to use of new plant and equipment.
- ☐ Workers are trained to operate equipment safely at all times.
- ☐ Equipment is properly maintained in accordance with specifications.

Smoking, Drugs & Alcohol

Al-Faisal College will ensure that the health and safety of staff is not compromised by undesired exposure to tobacco products, the use of drugs, or abuse of alcohol.

Smoking:

We will provide a smoke-free environment for staff members. In addition, specific areas may be designated as smoke-free where the hazards associated with smoking in the presence of fumes, chemicals or other materials would pose an unacceptable hazard.

Smoking by staff will not be permitted in any of the following areas:

- ☐ All enclosed workplace areas including support areas and corridors.
- ☐ Areas where combustible materials are stored or used.
- ☐ Within 30 metres of any building entrance or other areas that expose others to secondary smoke.



Drugs & Alcohol:

The use of alcohol or being under the influence of alcohol while at work is strictly prohibited. In addition, the use, purchase, possession, or sale of any illegal drug or controlled substance while on our premises is prohibited. Warnings about the effects of prescribed or over the counter medication on work performance or job safety must be heeded by all staff.

Date of Policy:
January 2017

Proposed review date of
policy:

January 2019
*or earlier where amendments in
legislation require immediate policy
reviews*