

Work, Health and Safety Policy and Procedure	
Relevant Standards SRTO 2015: 8.5 The National Code: 6.9	Linked Documents Hazard Identification and Report Form Student Manual and Handbook Staff Handbook and Handbook

1. Purpose

Capstone Institute of Australia (CAPSTONE) is committed to providing and ensuring a safe and healthy working and learning environment for staff, students, and visitors to CAPSTONE in accordance with its legislative obligations. This policy affirms CAPSTONE's commitment to health and safety and reflects the value CAPSTONE places on the health and wellbeing of its staff members, students and people who visit or attend college for various reasons.

2. Scope

This policy applies to all the staff members and students at CAPSTONE as well as visitors and contractors, as well as those activities undertaken by CAPSTONE at other locations (e.g. Excursions).

3. Definitions

OHS: Occupational Health and Safety

WHS: Work, Health, and Safety

Hazard: A source of danger or phenomenon to cause harm to a person or to the natural environment, which may include workstation, computer, furniture, lighting, noise, equipment, machinery, premises, flooring, electrical fittings or chemicals

Risk: The likelihood, frequency and severity of harm arising from a hazard

Risk Control: The process to minimise, control or eliminate risk associated with a hazard

4. Legislative Context

The legislative elements of the OHS compliance framework are;

- Occupational Health and Safety Act, 2004
- Occupational Health and Safety Regulations 2007
- Occupational Health and Safety Compliance Framework Handbook
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

5. Policy Statement

5.1 This policy recognises that the health and safety of all employees, students and visitors within CAPSTONE is the responsibility of college management. In fulfilling this responsibility, management has a duty to provide and maintain so far as is practicable a working environment that is safe and without risks to health and includes:

- Providing and maintaining safe equipment and systems of work;
- Making and monitoring arrangements for the safe use, handling, storage and transport of equipment and substances;
- Maintaining the workplace in a safe and healthy condition;
- Providing adequate facilities to protect the welfare of all employees and students.
- Providing information, training and supervision for all employees
- Enabling them to work in a safe and healthy manner

5.2 CAPSTONE will observe, implement, and fulfil its requirements under the OHS Act 2004, relevant OHS Regulations and other health & safety requirements to which CAPSTONE subscribes.

5.3 CAPSTONE will appoint a Health and Safety Officer and the duties of this role will be clearly articulated within the appointee's job description. A person assuming the role of Health and Safety Officer may also have responsibility in other work areas, but realistic time will be allocated to fulfil health and safety duties.

5.4 The Campus Manager and the Health and Safety Officer will jointly form an OHS Committee. This Committee will meet at scheduled times throughout the year. The Campus Manager is responsible for organising the schedule of meetings.

5.5 In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

5.6 A safe culture will be reinforced through;

- Continually identifying, assessing and controlling possible risks to the health and safety of employees and students that may arise in the workplace
- The provision of information concerning such risks and the promotion, instruction, training and supervision of employees and students to ensure safe work practices
- Giving employees the opportunity to participate in health and safety decisions that affect them

5.7 CAPSTONE will take every practicable step to provide and maintain a safe and healthy work environment for all employees, students, contractors and visitors to CAPSTONE.

6. Procedure

6.1 Hazard Identification and Reporting

- Any person who notices a hazard that may pose a risk of harm to people and/or environment must fill the *Hazard Report Form* available from college administration
- The completed form must be forwarded to the Health and Safety Officer.
- The Health and Safety Officer will assess the severity of the risk and take immediate steps to control, contain or eliminate the risk.
- The Health and Safety Officer will present the risk assessment to the Health and Safety Committee in the next scheduled session for discussion and devising a risk control plan.
- All the documentation will be kept for records and future reference.

6.2 Risk Assessment

- On receipt of a Hazard Report Form, the Health and safety Officer will complete a Risk Assessment using the Risk Assessment Form to determine likely frequency and severity of the risk.

- A risk rating will be issued to help determine appropriate action.
- For the highest risk rating, immediate action will be taken to contain, minimise or eliminate the risk.
- For moderate risk rating, the hazard will be monitored until the time the risk is either minimised or eliminated.
- For low risk rating, the hazard will be monitored until the time the risk is contained.
- The Health and Safety Committee will prepare a risk control plan to provide a long-term solution and prevent further hazards.

7. Responsibility

7.1 Management Duties

The management of CAPSTONE;

- Is responsible for the effective implementation of CAPSTONE health and safety policy;
- Must observe, implement and fulfil its responsibilities under the OHS Act 2004 and regulations;
- Must ensure that the procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed;
- Must take regular assessments of health and safety performance and resources in cooperation with those with designated and elected health and safety functions;
- Must ensure that all specific policies operating within CAPSTONE are periodically revised and consistent with college health and safety objectives;
- Must provide information, training and supervision for all employees in the correct use of equipment and substances used throughout CAPSTONE
- Must be informed of incidents and accidents occurring on CAPSTONE premises or to college employees and students so that health and safety performance can accurately be gauged

7.2 Employee and Student Duties

All the employees and students of CAPSTONE;

- Have a duty to take reasonable care of which they are capable for their own health and safety and others affected by their actions in CAPSTONE;
- Should comply with all safety procedures and directions and
- Must, in accordance with college procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives, or, in the case of students, to their teacher or administration

7.3 Visitors and Contractors

- In the interests of maintaining safety, students, contractors, their employees and visitors are required to observe and comply with all health and safety standards and rules produced.
- This includes any safety signage or warnings, or instruction given by any college employee whilst on our premises.

The Campus Manager is responsible for effective implementation and management of this policy as well as maintaining and supporting a safe work environment.

The CEO has overall responsibility for the implementation and review of this policy. Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@capstone.edu.au