

Policy Name:	Health, Safety and Environment
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Approved by:	CEO
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Audience:	Charlton Brown Staff, Students and Community
Contact Officer:	Campus Director
Related Documents:	Charlton Brown Conditions of Employment Policy; General Leave Provisions Policy; Injury Management & Return to Work Policy; OH&S Policy; National Employment Standards ; OH&S Procedures
Legislation:	Workplace Health & Safety Act 2011 (Qld) ; Fair Work Act 2009

1. Purpose and Objective

Charlton Brown is committed to achieving and maintaining a safe and healthy workplace for everyone who works for or visits the College, including employees, students, contractors, consultants, clients, suppliers, visitors and the general public.

The College also aims to be recognised as a responsible College that is committed to best practice health and safety management in all business activities.

This policy applies to everyone who attends or works for the College, including permanent and temporary employees, students, contractors and consultants.

The policy also operates with relevant awards, agreements, legislation and other College policies including but not limited to the Code of Conduct.

2. Policy Scope/Coverage

This policy relates to all Charlton Brown staff and students

3. Definitions

It is College policy to comply with all WPH&S legislation and make every reasonable effort to ensure the health, safety and welfare of employees, students, contractors, consultants and visitors.

This policy is supplemented by other more detailed Policies and Procedures on Occupational Health and Safety (OH&S) and should be read in conjunction with this policy.

4. Policy

4.1 Underlying Principles

The underlying principles of the policy are detailed below.

- Safety is an integral part of everything the College does and a Charlton Brown requirement to the success and growth of the business.
- Safety is a shared responsibility for everyone who works or visits the workplace.

- The College will provide information, instruction, training and supervision to enable employees and customers to complete their work tasks safely.
- All employees have a duty of care to ensure that they work in a manner that is not harmful to their own health and safety and the health and safety of others.

4.2 Employer Responsibilities

The College is responsible for:

- providing and maintaining safe systems of work through a Charlton Brown WPH&S Committee.
- implementing arrangements for the safe use, handling, storage and transport of any chemicals or hazardous materials
- maintaining the workplace in a safe condition (e.g. ensuring fire exits are not blocked, emergency equipment is serviceable, and the worksite is generally tidy)
- providing adequate facilities (e.g. clean toilets, cool and clean drinking water and hygienic eating areas)
- providing adequate information, instruction, training and supervision to work in a safe and healthy manner
- consulting with employees on matters that may directly affect their health, safety or welfare at work; and
- ensuring that other people (such as customers, visitors and the general public) are not endangered by the conduct of the business.

4.3 Campus Director Responsibilities

The Campus Director at Charlton Brown is responsible for:

- Making sure all employees have read and understood this WPHS policy and behave in ways consistent with the expectations set out therein.
- Ensuring the health, safety and welfare of employees at work.
- Providing and maintaining a safe system and place of work for their team.
- Ensuring their team is provided with adequate information, instruction, training and supervision to safely perform their work.
- Ensuring all incidents are reported within twenty-four (24) hours of the occurrence or of becoming aware of the occurrence to the WPH@S Committee member.
- Consulting with their team on workplace health and safety matters.
- Ensuring WPH&S is on every committee agenda.
- Ensuring that contractors and visitors are made aware of safety procedures; and
- Taking appropriate action when team members do not meet the expectations set out in this policy.

4.4 Employee Responsibilities

Every employee is responsible for:

- Reading and understanding this policy and adhering to the guidelines set out therein.
- Complying with WPH&S legislation and any specific WPH&S instructions, procedures or training provided by the College in order to ensure a safe workplace.

- Taking reasonable care of their own health and safety and that of other people who may be affected by their actions.
- Ensuring that their actions do not put others at risk.
- Maintaining a clear and orderly work area.
- Identifying and reporting hazards and risks in the workplace before they result in incidents and injuries.
- Identifying and reporting to their manager all behaviours and activities that are likely to cause hazards in the workplace.
- Reporting all incidents to their manager within twenty-four (24) hours, whether or not it results in an injury; and
- Knowing the Emergency Evacuation Procedure for their workplace.
- Completing all WPH&S online training each year.

4.4 Safety in the Workplace

The College requires all employees, students, contractors, consultants and visitors to exercise a duty of care to ensure their own safety and to protect the health, safety and welfare of any other person by:

- Using protective equipment and clothing when required,
- Promptly reporting all workplace hazards and any accidents that occur, and
- Complying with any instructions that they are given.

4.5 Employee Health

Employees who are feeling unwell are encouraged to use the sick leave entitlements available to them to recover and are expected to remain away from the office until they are recovered and no longer contagious. A medical certificate will usually be required for such periods of absence (see General Leave Provisions Policy - Personal/Carer’s Leave).

4.6 Student Health

Students who are feeling unwell are encouraged to advise Charlton Brown Student Services that they will not be attending the college prior to start of the day. Students are expected to remain away from the college until they are recovered and no longer contagious. A medical certificate will be required if a student is away from the college for more than 2 days.

Students that are feeling unwell in class are to notify their teacher.

Version History				
Review Period:		3 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1				New Policy developed
1.0	CEO			Approval of new policy