

WORK PLACE HEALTH AND SAFETY POLICY

Policy Summary

Glenroy Neighbourhood Learning Centre is committed:

- to providing a healthy and safe working environment for all staff, volunteers, contractors, visitors and students;
- to developing and maintaining a culture that encourages all staff to actively manage health and safety risks;
- to providing professional development and Associated expenditure, to ensure that occupational health and safety is maintained;
- to complying with all relevant health and safety legislative requirements;
- to engaging staff in a transparent and consistent consultative process for decision making where there is an impact on workplace health and safety including changes to work processes and/or working environments;
- to documenting and communicating health and safety responsibilities, authority to act, and reporting requirements for staff at all levels in the workplace;
- to actively identifying and managing health and safety risks, through the systematic identification of hazards, evaluating risks and implementing of effective risk controls;
- to promptly reports hazards, incidents, near misses, occupational illnesses and injuries, investigates where appropriate, and implements control measures to eliminate or minimise the risk of recurrence.

The GNLC Committee of Management (CoM) are accountable for ensuring the principles of this Policy are implemented across GNLC.

Scope

This policy applies to all GNLC staff to ensure the safety of GNLC Centre students and users.

Policy Statement

Roles and Responsibilities

- The GNLC CoM has a duty to provide and maintain so far as is practicable a safe and pleasant working environment. The Manager is responsible for overseeing occupational health and safety.
- Glenroy Neighbourhood Learning Centre recognises that the health and safety of all within the organisation is the responsibility of management and staff and volunteers. Thus, the duty of care is equal between management and staff and volunteers.
- All staff and volunteers are required to be actively involved in pursuing and promoting occupational health and safety.

Documentation

- Staff will be informed of the procedures associated with WHS, Incident and Accident Reporting, First Aid Reports, Evacuation Procedures and other relevant information. Where appropriate, this information will be discussed with learners and participants.
- The prompt, and if possible, same day recording of information about accidents, near misses and potential Workcover Claims is essential.
- The documentation of all follow up discussions and investigations of incidents is a priority.

Occupational Health and Safety and Emergency Planning Committee

The Committee comprises of the Manager, the OHS Coordinator and three Staff representatives, at least two of whom are First Aid Officers. The Committee are responsible for reviewing OHS policies and procedures at GNLC and the Emergency Management Plan regularly. The Committee meets fortnightly.

First Aid

The Centre will ensure that an adequate number of appropriate staff are trained in first aid and are publicised as first aid officers.

Relevant Procedures and Policies

Safety and Welfare of Children and Young People Policy
Safety and Welfare of Children and Young People Procedure
Child Safe Reporting Guidelines
Child Safe Reporting Process
Adequate Supervision Policy
Adequate Supervision (On Site) & (Off Site) Procedures
Management of Students affected by Drugs or Alcohol Policy
Transport for Individuals experiencing illness or having sustained injury Protocol
Structured Workplace Learning Placements Policy
Workplace Health and Safety Procedures
Emergency Management Plan

Relevant Legislations

Glenroy Neighbourhood Learning Centre complies with:

- Building Regulations 2018
- Education and Training Reform Act 2006 / 2017
- Education and Training Reform Regulations 2017.
- Fair Work Act 2009.
- Occupational Health and Safety Act 2004.
- Occupational Health and Safety Regulations 2017.
- Privacy Act 1988.
- Privacy Regulations 2013.
- Public Records Act 1973.

Relevant legislative and statutory obligations such as the Australian Quality Training Framework (AQTF) and Victorian Registration and Qualifications Authority (VRQA) Guidelines for Vocational Education and Training (VET) Providers

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