

COLLARTS

Health and Safety Policy

Purpose

Collarts is committed to providing and maintaining a safe work environment for employees, students, visitors whilst complying with relevant State and/or Federal legislation.

This policy is part of the Collarts *Wellbeing & Safety Policy Framework*.

Scope

This Policy applies to all employees, students, contractors, visitors and volunteers of Collarts.

Policy

Collarts expects that all staff and students work together to maintain a safe physical work environment and report any identified hazards and risks.

To reduce workplace health and safety risks, Collarts will ensure that we:

- Are compliant with all legislative requirements and work to exceed best practice standards and codes
- Provide a safe and healthy work environment for all employees, students and visitors
- Require new staff to complete a staff induction program to indicate awareness of specific safety policies and procedures
- Include health and safety awareness training during student Orientation and resources on the Student Portal
- Facilitate rehabilitation activates as soon as possible after any work-related injury or illness
- Provide safe equipment and systems of work
- Provide written procedures and instructions to ensure safe systems of work are implemented and accessible
- Provide training, consultation and initiatives to enable all employees and students to improve health and safety in the workplace
- Identify and manage workplace risks, and conduct investigations into all reported incidents, injuries and hazards including near misses
- Identify and provide resources for support measures, to eliminate or minimise unsafe conditions
- Consult with staff, students and governments agencies (where relevant) to enhance the effectiveness of safety practices
- Conduct regular reviews and evaluations of the WHS management system.

Responsibilities

Managers and supervisors

Responsibilities include but are not limited to:

- Providing and maintaining the workplace in a safe condition
- Ensuring all WHS policies and procedures are implemented
- Actively promoting and being involved in those policies and procedures

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- Providing the resources to meet their WHS commitment, including the provision of external resources when required.

All other workplace participants (including students)

Responsibilities include but are not limited to:

- Following all WHS policies and procedures
- Have a 'safety first' attitude: if they see something wrong, fix it and/or report it
- Report all hazards and risks to their supervisor, lecturer or Student Services: for serious incidents refer to the *Critical Incident Management Policy* and use the *Critical Incident Report Form*
- Ensure their own safety, and the safety of others
- Participate in WHS training and discussions.

Related Policies

Critical Incident Management Policy

Child Safe Policy

Wellbeing & Safety Policy Framework

Workers' Compensation and Rehabilitation Policy

Further Information

Author:	The Dean	Policy owner:	Managing Director
Approver:	Managing Director	Next review due:	March 2022
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