



OCCUPATIONAL SAFETY and HEALTH POLICY (STAFF & STUDENTS)

HR.04

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Short Description	Policy on Occupational Safety and Health Policy
Relevant to	All officers, managers, supervisors and workers
Authority	Sonoma Administration Committee
Responsible Officer	Human Resources Officer
Responsible Office	Human Resources Office, Principal
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Related College documents	
Related legislation	Industrial Safety, Health and Welfare (Amendment) Act 2016 (No. 15 of 2016)
Key Words	Work, Safety, Health, Policy

1. Objectives

This policy has been developed to ensure compliance with legislation, industry standards and best practices by:

- 1.1. Providing and maintaining a safe workplace;
- 1.2. Adopting a risk management approach which is consistent with the nature of tasks and activities;
- 1.3. Providing information, instruction, training and supervision to ensure safe systems of work;
- 1.4. Ensuring that nominated safety personnel are adequately trained and supported;
- 1.5. Consulting and cooperating with health and safety representatives, workers and others;
- 1.6. Providing and maintaining personal protective equipment as required; and
- 1.7. Continuously reviewing and improving its safety performance

2. Scope

This policy applies to all persons who carry out tasks and activities on the Sonoma campus, and includes those conducted off-campus.

3. Definitions

Occupational Health and Safety: OSH guidelines are in order to promote a safe working and learning environment for the institution

4. Policy Statement

Sonoma seeks to reflect God's concern for humanity's spiritual, emotional, social and physical well-being in all its activities and workplaces. All reasonable care shall be taken to ensure the health, safety and welfare of our workers and any other person who may be affected by our activities. We will pursue OSH best practice as we aim to meet our legal obligations with regards to OSH, and is committed to:

- 4.1. Providing and maintaining high standards of health and safety in the workplace. It is our belief that all injuries are preventable.
- 4.2. Complying with applicable health and safety legislation.
- 4.3. Implementing a health and safety risk management process to ensure workplace hazards are identified, assessed, controlled and reviewed, where they are not able to be eliminated
- 4.4. Allocating sufficient financial and physical resources to enable the effective implementation of this policy
- 4.5. Providing adequate facilities to protect the welfare of all workers, students, and visitors;
- 4.6. Providing and disseminating health and safety training and information to workers, students and visitors
- 4.7. Consulting with all workers to enhance the effectiveness of the Sonoma OSH Management systems, and on any other matter directly relating to health or safety which may directly affect them
- 4.8. Maintaining an effective process for resolving health and safety issues and managing health and safety risks.
- 4.9. Establishing objectives and measurable targets for health and safety aimed at the elimination of work-related illness and injury and system improvements

5. Implementation Guidelines

Sonoma College, its Board, Officers and Senior Management are committed to the institution's safety management system and accountable for ensuring a safe, supportive, protective and healthy working environment. This will be achieved to the highest standards by ensuring that health and safety management is a key priority in all areas of planning, implementation, measurement and review within our places of work.

All persons are required to take reasonable care of their own health and safety at work and ensure that their own acts and omissions do not adversely affect the health and safety of other people at work. They must also comply with any reasonable instruction including work OSH policies, procedures and other directives and report all hazards, incidents and injuries.

Administration (Officers)

- Provides leadership to ensure communication of this policy and effective implementation

Head of Departments

- Support managers and supervisors in fulfilling their responsibilities and accountabilities

Staff members (staff, contractors), students and visitors

- Take reasonable care for their own safety and the safety of others as well as comply with any reasonable instruction, policy or procedure of the Institution in relation to health and safety

6. Responsibilities

Administration Committee

- Determines and reviews the strategic direction and plan for safety, health and wellbeing;
- Monitors safety performance and compliance with work occupational and student health and safety legislation through its OSH Sub-Committee; and
- Receives reports from the Council OSH Sub-Committee.

OSH Committee

- Monitors and advises Administration Committee on:
 - Matters relating to work health and safety performance; and
 - Compliance with work health and safety legislation, and Sonoma policy.
- Responsible for the development of the Institution's OSH management system, including policy, procedures and program review and implementation.
- Responsible for monitoring the overall OSH performance of the Institution as per legislative requirements and the OSH Committee Terms of Reference.
- Responsible for the implementation of regular OSH training for students, staff and contractors.

Officers, Directors

- Responsible for the effective day to day implementation of safe workplace practices in line with relevant legislation and within their area of control;
- Ensure that the agreed procedures for regular consultation between management and those with designated and elected OSH responsibilities are followed;
- Identify priority work health and safety issues and plan action to address these in consultation with workers, and with reference to:
 - operational context;

- risk profile; and
- the OSH Risk Management Procedures;
- Obtain periodic reports from relevant staff on progress of actions planned to address priority work occupational and student health and safety issues;
- Monitor work health and safety performance and coordinate a consistent approach to managing health and safety risks across the whole department;
- Review and respond to reports about work health and safety;
- Consider work health and safety aspects of new projects, purchases and refurbishments; and
- Manage safety in partnership with other departments and external organisations;

Deans, Managers and Supervisors

- Demonstrate active and visible leadership in work health and safety;
- Include work health and safety as the first agenda item of all general management meetings;
- Acquire and keep up-to-date knowledge of work health and safety matters;
- Understand the nature of University operations and the associated hazards and risks;
- Ensure there are appropriate resources and processes to identify hazards, eliminate or minimise risks and achieve work health and safety compliance; and
- Verify the provision and use of work health and safety resources and processes.
- Establish local safety plans and monitor progress towards completing the actions specified in them;
- Monitor compliance with the safety management system;
- Assist in the resolution of work health and safety issues;
- Implement building emergency procedures within occupied buildings; and
- Where appropriate, appoint, support and obtain periodic reports from area safety appointees.
- Must ensure that where safety information, instructions or an OSH induction is required, that it is provided. This will include, but not be limited to:
 - general inductions for all staff and students;
 - specific inductions into areas with elevated risk such as laboratories, workshops, and field trips; or inductions for any other activities where health and safety concerns are identified.

Area Safety Appointee

A head of school or head of department may appoint workers to fill such area safety roles.

Such appointments should be made in agreement with the appointed workers and, where appropriate, formalised within the individual's position description. Consideration should be given to embedding area safety roles within the position descriptions of new positions.

Staff members

All workers at the Institution have a general, personal responsibility for work health and safety.

In particular, workers must:

- Take reasonable care for their own health and safety, and that of others;
- Comply with instructions in relation to work health and safety;
- Adopt and use safe work practices, including the use of personal protective equipment and clothing;
- Familiarise themselves with, and comply with, any relevant policy, procedure or standard relating to work health and safety;

- Promptly report work related hazards, injuries and incidents, including near misses to their supervisor;
- Participate in work health and safety training and discussion;
- Co-operate with work health and safety inspections, audits and investigations; and
- Respond appropriately to emergencies.

Students and Others

Any other person at a workplace, including students and visitors, must:

- take reasonable care for their own health and safety, and that of others;
- comply with instructions about work health and safety;
- use personal protective equipment and clothing as instructed;
- promptly report work related hazards, injuries and incidents, including near misses; and
- co-operate with emergency procedures

7. Compliance and Breaches

Sonoma may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).