
Name: Workplace Health, Safety and Environment Policy and Procedures

Endorsed by: Continuous Improvement Committee

Date approved: 18 June 2020

Review Date: 14 December 2021

PURPOSE

Benchmark College is committed to providing a safe and healthy environment for all employees and students. Every reasonable effort is made to prevent accidents, protect employees, contractors and students from illness, injury, and promote the health, safety and welfare of all employees and students. The policy and procedure outlines the processes that facilitate the health and safety of our employees, contractors and students.

SCOPE

This document applies to all staff, contractors and visitors of Benchmark College.

RELATED DOCUMENTS

- Consultation Arrangements for Work Health and Safety Policy and Procedure
- Electrical Safety Policy and Procedure
- Workplace Health and Safety Risk Assessment Form
- Hazard Identification and Corrective Action Form
- Ergonomic Checklist for PC Operators
- Risk Register
- Induction Handbook
- Induction Checklist
- First Aid Checklist
- Induction and Training for WHS

RELEVANT STANDARDS AND OTHER GUIDELINES

This policy and procedure addresses

- Standards for Registered Training Organisations (RTOs) 2015, Standards 8.5 and 8.6
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Model Code of Practice: How to manage work health and safety risks
- Smart and Skilled Contract Terms and Conditions (current)

DEFINITIONS

Notifiable Incident: A 'notifiable incident' as outlined in the WHS Act is the death of a person, serious injury or illness, a dangerous incident.

POLICY

The Work Health and Safety policy of Benchmark College to establish and maintain a structured approach to workplace health and safety to protect the health and safety of our employees, customers, the public and the environment.

This policy to assist Benchmark College to meet the obligations and requirements under the Work Health and Safety Act 2011 (NSW)

The objectives of this policy are to:

- work towards a safe and incident free workplace.
- comply with legislative requirements, codes, standards and guidelines
- consider WHS in work activities.
- ensure routine consultation takes place with employees and other parties on work health, safety and environment matters and decision making.
- identify and manage hazards and risks in the workplace and support employees and contractors to participate in this process.
- monitor the workplaces under the control of Benchmark College to ensure they are safe, without risk to health, and have suitable means of access and egress.
- monitor and review the elimination or control of potential hazards and associated risks.
- promote systems of continuous improvement regarding WHS and environmental issues.
- maintain employees' WHS knowledge through a program of information and training.

The success of our WHS management depends on;

- the commitment of all stakeholders to achieving the policy objectives.
- planning work activities with due consideration given to WHS obligations, hazards and risks.
- undertaking the risk management process in an effective manner.
- promoting communication and consultation between all relevant parties.

Benchmark College is committed to fulfilling the objectives of this policy and expect the same of all employees and subcontractors working on its behalf.

Responsibilities

Chief Executive Officer

- acquire and keep an up to date knowledge of work health and safety matters
- maintain an understanding of Benchmark College operations and the hazards and risks involved
- ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way
- ensure that Benchmark College has, and implements, processes for complying with its WHS duties and obligations
- record and notify ICARE of any notifiable incidents arising out of the conduct of the business.

Management team

- a commitment to consult and co-operate with employees in all matters relating to the health and safety in the workplace
- maintain a safe working environment
- provide safe systems of work
- maintain plant and substances in a safe condition
- maintain facilities for the welfare of all employees, students and visitors
- provide information, instruction, training and supervision needed to make sure that all employees are safe from injury and risks to their health
- ensure that all employees observe safe working practices, adhere to policies and procedures
- commitment to continually improve our performance through effective safety management.
- comply with WHS Legislation, Regulations and relevant Australian Standards.

Employees

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

Students

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- co-operate with any reasonable policy or procedure relating to health or safety at Benchmark College
- follow directions from their Trainers and Assessors and Managers on WHS issues.

Visitors

- Visitors are required to comply with all The Academy's policies and procedures whilst on the premises and report all accidents and incidents to the relevant employee as soon as reasonably practicable.
- In the event of an emergency, the visitor must follow the emergency evacuation procedures.

PROCEDURE

Consultation and Communication Arrangements

Benchmark College is committed to an effective consultation approach to work, health and safety management. The College will consult with its employees in implementing safety practices and systems that will ensure the health and safety of its stakeholders.

Benchmark College will consult with its staff to share relevant information about work, health and safety and to give them opportunity to express their views and to contribute to the resolution of work health and safety issues in the workplace and training rooms. Benchmark College will ensure that it will make work, health and safety issues a standing agenda item at Operations meetings and Continuous Improvement Committee meeting.

Benchmark College will also consult with its students through direct feedback to staff, trainers and assessors, regular surveys and email feedback.

WHS Induction and Training

All new employees and students will be required to undertake Benchmark College's orientation and induction training prior to commencing work or study. A record of the orientation documentation will be kept on file as evidence.

All visitors and contractors whilst on the training and/or office premises to be under the direct supervision and responsibility of a Benchmark College employee at all times.

Issue Resolution

All WHS concerns should be resolved through consultation between employees and their manager or monthly operations meeting.

Where the issue remains unresolved the default procedure is Benchmark College's Complaints and Appeals policy and procedure.

Hazard/Incident Reporting

The process of hazard identification and reporting as well as incident/ injury notification as outlined in this procedure underlines the management of identified workplace hazards or risks and protect people from harm to ensure that:

- Any foreseeable hazards that may arise in the workplace and its tasks can be identified.
- The risk of harm arising from identified hazards can be assessed according to the risk matrix.
- Hazards can be eliminated where possible, or if this is not reasonably practicable, safety controls can be implemented to reduce the risk to as low as reasonably practicable; and
- Monitor and review the effectiveness and efficiency of risk controls on a bi-annual basis.
- Benchmark College will conduct workplace health and safety inspections on a quarterly basis.

See page 6 for further details.

Benchmark College has a comprehensive and interlinked process to promote, maintain work health and safety. See related policies and procedures for more information.

Training and computer rooms

- Benchmark College staff must be aware of their duty and responsibilities are under the WHS law and under Benchmark College policies and procedures. Trainers/Assessors must identify any WHS hazards in the training environment prior to commencing any training and should automatically conduct risk assessments in the workplace before commencing.
- Hazards identified require the risk to be eliminated or reduced to an acceptable level and must be done before training commences. The risk assessment must be carried out in a timely way, ensuring sufficient time for remedial action.
- Students to be informed by the Trainers/Assessors of WHS issues at the commencement of training and reminders should be given at appropriate times over the duration of the training. If learning activities and tasks involved specific WHS advice, then students should be briefed prior to commencing the activity.
- Management has the responsibility to ensure that staff and students are aware of, understand and abide by WHS legislation.

COVID-19 Measures

- Benchmark College has implemented a range of WHS General Measures in response to the COVID-19 pandemic and Public health orders. See page 7 for further details.

Workers Compensation

Benchmark College maintains a Workers Compensation Policy with ICARE. Benchmark College complies with all statutory requirements in relation to the provision of insurance against work related injury.

- Employee to report the incident/injury to the Chief Executive Officer and seeking first aid or medical treatment.
- Record work-related injuries or illness in the Incident Report form.
- If an employee wants to apply for workers compensation they must notify their manager of their intention to claim, and
- obtain a Workers' Compensation Medical Certificate from their treating medical practitioner and any medical records and reports
- Chief Executive Officer is to notify ICARE insurer via email within 48 hours of an injury and provide required information.
- Employee to lodge a Workers' Compensation Claim via email.

Return-to-work

Benchmark College is committed to the return to work of injured employees. We will:

- Seek to prevent injury and illness by providing a safe and healthy working environment.
- Ensure that injury management activities commence as soon as possible after an employee is injured and that every effort is made to provide suitable and meaningful duties consistent with the nature of the injury/illness, and after seeking appropriate medical judgment
- Provide an injured employee with support to minimise the effects of the injury and to ensure that an early return to work is a normal practice and expectation
- Provide suitable duties/employment for an injured employee as soon as is safely possible, as an integral part of injury management
- Consult with our employee to ensure that this return-to-work policy operates effectively
- Ensure that participation in a return-to-work program will not, of itself, prejudice an injured employee.

Follow-up following an injury.

- Employees are not permitted to return to work until they have a medical clearance. Management and the injured employee will cooperate with the workers compensation insurance organisation representative in developing and complying with an injury management plan for the injured employee.

Finding Suitable Duties.

- When the injured employee, according to medical judgment, is capable of returning to work, an individual return-to-work program will be developed offering suitable duties at the same workplace.
- Management will consult with the injured employee, the workers compensation insurance representative and the treating doctor to develop a written return-to-work program.
- Appropriate assistance will be given to employees from a non-English speaking background and to those permanently unable to return to pre-injury duties.

Involving a Rehabilitation Provider.

- Management will consult with the injured employee, the workers compensation insurance representative and the treating doctor to use a WorkCover approved rehabilitation provider(s) to assist when required in the injury management of the injured employee.
- Injured employees have the right to nominate an accredited rehabilitation provider of their own choice.

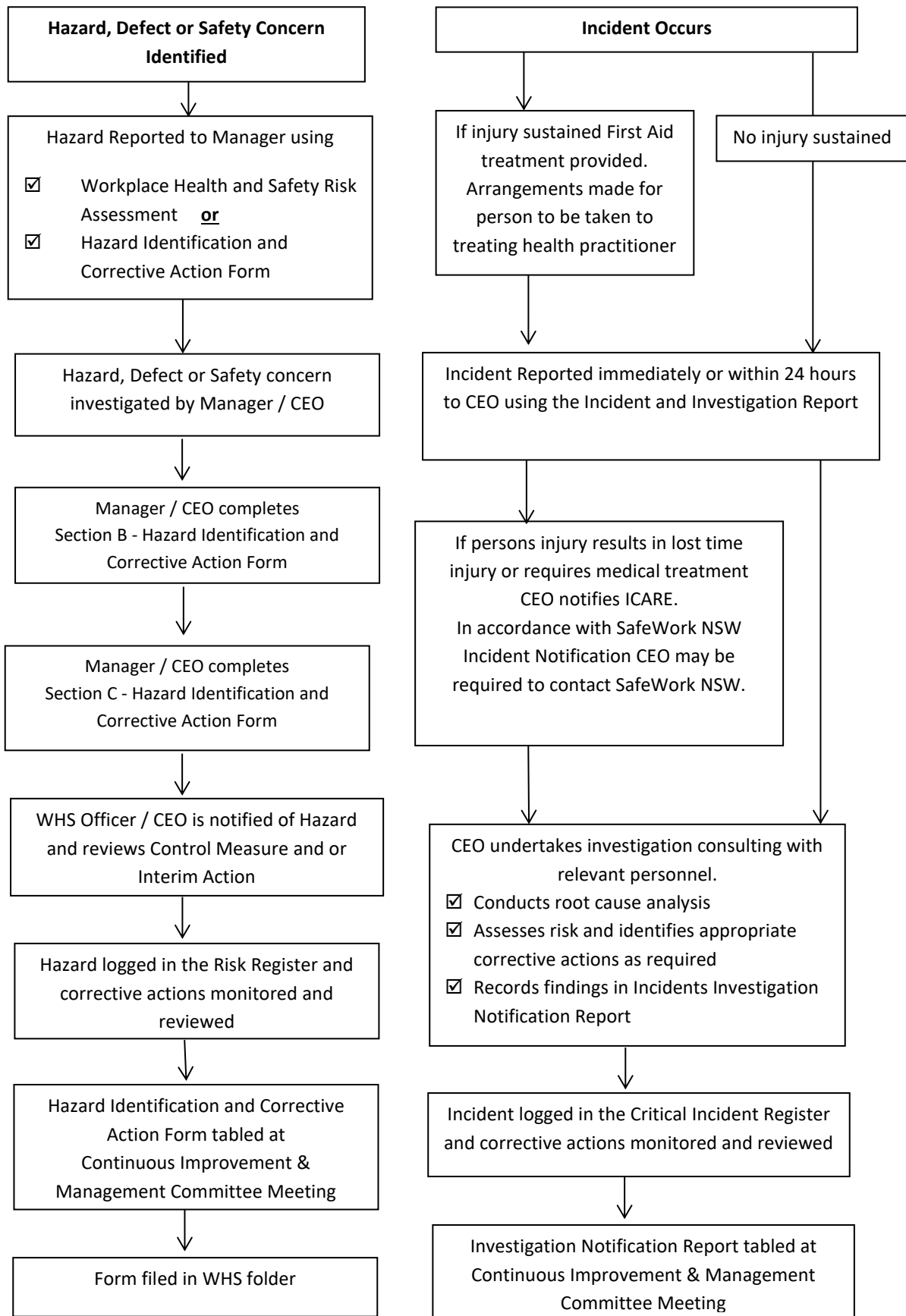
Consultation.

- Ongoing consultation about the organisation's return-to-work policy will take place through monthly operations meetings.
- Employees will be informed of their rights and responsibilities at staff Induction, and again following any injury/illness.

Disputes.

- If there are disputes about suitable duties or the return-to-work process, management will discuss with the injured employee and a solicitor to resolve the dispute.
- Management may seek advice from the workers compensation insurance representative, Injury management consultant or SafeWork NSW, in accordance with Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017

Procedure for Hazard/Incident reporting



Benchmark College measures to address COVID-19 pandemic

WHS General Measures for COVID-19
Physical Distancing <ul style="list-style-type: none"> Place signs and printouts at entry points to instruct staff members, students, and other visitors/clients not to enter the premises if they are unwell or have COVID-19 symptoms. Place floor markings to identify 1.5 metres distance between people in waiting areas. Display physical distancing signs in strategic areas, e.g. student notice board. Restrict numbers to one person per 4 square meters, where possible. Keep a distance of 1.5 metres apart from each other, where possible.
Hygiene and Cleaning <ul style="list-style-type: none"> Increase cleaning of frequently touched areas and surfaces, and shared amenities with detergent or disinfectant. This includes door handles, benchtops, kitchens, tabletops and desks, bathroom fixtures, toilets, water taps, lunchrooms, photocopiers, reception desks, sign-in stations and desktop equipment including keyboards, mouse and telephones. Keep hand hygiene facilities properly stocked and in good working order. Promote good personal hygiene when sneezing and coughing. People should cover their coughs or sneezes with an elbow or tissue, dispose of the tissue immediately and wash their hands, and avoid touching their face. Provision of access to hand sanitizers at meeting rooms, and classrooms. Encourage students and staff members to practice good hygiene by frequently washing their hands and regularly cleaning their work areas. Encourage staff members and students to avoid sharing any personal items including stationary, where possible.
Wellbeing of Staff Members <ul style="list-style-type: none"> Put signs and posters up to remind staff and others of the risk of COVID-19 transmission. Regular communication and updates on health advice and directives provided to staff. Direct staff members to stay at home if they are sick with cold and flu symptoms. Consult with staff members on COVID-19 measures in the workplace and provide employee with adequate information and education. Use electronic communications as video conferencing for non-essential face-to-face gatherings, meetings and training. Non-essential events to be deferred or cancelled, where possible.
Wellbeing of Students <ul style="list-style-type: none"> Direct students to stay at home if they are sick with cold and flu symptoms. Put signs and posters up to remind students and others of the risk of COVID-19 transmission. Provision of student support services online or in-person. Regular communication and updates on health advice and directives provided to students. Non-essential events are deferred or cancelled.
Regular Communication <ul style="list-style-type: none"> Provide information to staff members and students on relevant government advice and directives to prevent the spread of COVID-19. Provide staff members and students with adequate information in relation to COVID-19 measures, including good hygiene practices, physical distancing, and appropriate cleaning and disinfection practices in Training rooms. Advise students and staff members of the requirements and expectations applicable to them when they resume face-to-face classes by attending a COVID-19 Safe session.
Handling of Deliveries and post <ul style="list-style-type: none"> Provide guidelines on handling deliveries including washing of hands before and after handling of delivery goods.
Visitors to Office and Training Room <ul style="list-style-type: none"> Require visitors on campus to record their name, contact details, the name of the person they will be meeting and the time they came in and out.

REVIEW

The Management team is committed to regular consultation with staff to ensure that the policy operates effectively and that health & safety issues undergo regularly review. The policy will be reviewed every 18 months through consultation at management and staff meetings or as required by legislative changes.