
Work Health & Safety Procedure

Procedure

Greenwich English College Pty Ltd provides, maintains and promotes a safe work environment and a safety management system that is characterised by:

- A systematic approach to controlling health and safety hazards and risks through the development and implementation of suitable policies and procedures;
- ensuring as far as practicable all operations conducted by workers and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- effective management demonstrated by commitment and direct involvement at all levels of the company;
- effective two-way communication as an integral part of every job;
- the provision of appropriate facilities, equipment, education, training and supervision for workers and contractors to ensure healthy and safe working conditions and methods.

In its activities, Greenwich English College Pty Ltd provides and maintains so far as practicable a working environment that is safe and without risks to health or safety and eliminates or controls work-related hazards and risks by:

- ensuring as far as practicable all operations conducted by workers and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- the application of a systematic approach to identifying, assessing and controlling workplace hazards and risks; and
- facilitating continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance.

1. Workplace health and safety

Greenwich English College Pty Ltd will ensure it adheres to work health and safety practices at its premises and future training locations, and will document any safety incidents which occur on Greenwich English College Pty Ltd Accident Injury Report Form 1.0 and appropriate action and reporting will be undertaken according to the incident.

2. Induction Procedures

Prior to the commencement of each training program, the Student Handbook will be issued and an induction process will be carried out and students will be informed of:

- facilities and services available (if appropriate).
- any specific requirements for specific training activities and

- any known hazards that have been identified and procedures developed to eliminate them.

3. Equipment

Greenwich English College Pty Ltd and its contractors will ensure all equipment and materials on the training site are maintained and updated as required.

Greenwich English College Pty Ltd will identify the need for adequate insurance cover depending on the level of risk involved and cover for professional Indemnity. Public Liability will be a requirement of Greenwich English College Pty Ltd's insurance portfolio.

4. Reporting an issue or incident

In any case of a serious incident or injury, the Greenwich English College Pty Ltd Critical Incident Policy and Procedure should be followed in the first instance. The primary focus should be on insuring the ongoing safety of all staff and students via the procedure set out therein.

All Greenwich English College Pty Ltd staff and students are required to report any injury, issue or incident related to Greenwich English College Pty Ltd premises or activities as immediately as practical and at least within 10 days of becoming aware of it.

The incident, issue, injury or illness must be recorded in the workplace's register of injuries within 30 days of becoming aware of it or the worker may not be entitled to compensation. This should be done by the worker, or someone on the worker's behalf.

If the staff member or student is unable to record the injury or illness in the register of injuries, the staff member or student still needs to notify the management team of Greenwich English College Pty Ltd in writing within 30 days of becoming aware of the injury or illness.

The staff member or student should also keep Greenwich English College Pty Ltd informed about any time away from work that is required, or any assistance that required to return to safe work, which could include reduced hours or modifications to duties or work area.

Greenwich English College Pty Ltd will:

- Notify the relevant WorkSafe body only if there has been a serious incident
- Ensure the incident is recorded in the incident record system is accessible and has been filled out
- Communicate with the staff member or student while they are away from the college
- Support the staff member or student in returning to the college as appropriate

5. Supporting staff and students after an issue or incident

In any case where a staff member or student of Greenwich English College Pty Ltd is injured or harmed in any way, the priority of Greenwich English College Pty Ltd and its management and employees is to ensure the immediate care and safety is assured.

Following any WHS related incident in which a staff member or student is injured or harmed, Greenwich English College Pty Ltd will ensure that all care and support appropriate is provided. All legal requirements on the college will be adhered to and all care and compassion will be taken in addressing each individual and unique case as most appropriate.

Documentation

Workplace Health and Safety Act 2011

Australian Standards 1680 and 3760

National Vocational Education and Training Regulator Act 2011

References

Student Handbook

Staff Handbook

Accident Injury Report Form

Authorising Officer: _____ Date: _____ Review Date: _____
policy is to be reviewed twelve (12) months from this date.