	St Athanasius College **OCCUPATIONAL HEALTH & SAFETY POLICY** **[OH&S]**
Control Number	OHS1115
Policy No.	SAC001/OHS
Responsible Officer	Director of Academic Administration
Contact Officer	Director of Academic Administration
Authorisation	SAC Council
Effective Date	TBA
Modifications	Approved by SACOTC Council April 6 2016
Superseded Documents	Nil
Review	Annually: Council and Diocese Finance Committee
Associated Documents	SAC Risk Management Policy SAC Emergency Evacuation Plan SAC Critical Incident Policy

POLICY STATEMENT

St Athanasius College (SAC) is committed to, and actively promotes, the highest possible standards of occupational health, and the total safety and wellbeing of staff, students, contractors and visitors.

SCOPE

For purposes of this and related documents, "SAC" applies to that section of the building used by the educational institute of that name, including common areas, offices and the iconography studio; "Library" refers to the St. Athanasius Coptic Orthodox Library situated on the lower ground floor of the building.

This policy applies to the general health safety and welfare of staff and students on site at SAC in Donvale, or in other premises where they engage in SAC activities. It also applies to consultants, contractors and visitors who come to SAC at any time.

GENERAL PRINCIPLES

Health and safety at SAC will be a priority for all members of our community to ensure that all our staff, students and visitors experience a secure and comfortable environment when engaged in any activities in our surrounds.

1. Our approach to OH&S will be a collaborative one, engaging staff, students, and lecturers. Consultation and the development of mutual responsibility on OH&S issues will occur through these stakeholder groups.

2. The general approach will be twofold. First, a positive wellbeing approach, encouraging actions and lifestyle choices conducive to health and safety. Second, a risk management approach, by which we cooperatively identify health and safety hazards in our environment and take immediate collaborative steps to eliminate or manage them as far as possible.
3. The establishment of responsive feedback systems for *ad hoc* reporting and management of hazards is also an important part of our approach.
4. Keeping this policy and OH&S systems under constant review to integrate changes at all levels covered by its terms.
5. Approval of OH&S Policy, including amendments rests with the SAC Council.

RELEVANT LEGAL FRAMEWORKS

It is the intent of this document to achieve compliance with Commonwealth OH&S Act 1991 as amended (2008); Victorian OH&S Act 1985 as amended; Industry Standards and Codes of Practice as applicable.

REPORTING & RECORDING PROCEDURES

All incidents and accidents involving OH&S will be reported as per the table of responsibilities below. Each report will include the following elements as relevant:
-   Time, date, and place of event
-   Persons involved
-   Description of the event
-   Remedial actions taken
-   Witness statements
-   Name of the person making the report.

Such reports will go immediately to the Director of Academic Administration, who will arrange appropriate follow-up action as needed, and ensure that the report is maintained as below.

All risk assessments, hazard reports, incident and accident statistics, and remedial actions will be recorded under file no. SAC001/OH&S Records. The Director of Academic Administration is responsible for the maintenance and regular updating of the file. The Council will review the file regularly as an agenda item at its meetings

ROLES AND RESPONSIBILITIES

Responsibility for the maintenance of a safe and healthy workplace rests on every member of the SAC community. In the true sense of community, we give care and support to each other in this as in all other matters. Awareness of possible hazards to health and safety, and reporting them promptly, along with proactive risk assessments, are the key elements in the successful management of OH&S in our community.
-   The Council of SAC is ultimately responsible for OH&S
-   The Dean acts as executor of the policy and is responsible for its implementation: the setting of strategic objectives; ensuring that risks are assessed properly; and the conducting of regular reviews through the Council.
-   The SAC Council, together with the Diocese Finance Committee, is the reviewing body for all actions, and provides management overview of the policy. This ensures a

collaborative approach, since both the Council and the Finance Committee are comprised of Diocese staff and College faculty representatives, and include the executive of SAC.
- The Director of Academic Administration is responsible for acting upon and recording incidents and accidents, as well as reported hazards.
- All SAC staff and students are responsible for ensuring that their personal conduct contributes to general wellbeing and does not put others at risk.

PROCEDURE
1. Managing risks to health and safety
Managing risks to health and safety is critical to ensuring a workplace is safe. The first step in managing risks is to identify any reasonably foreseeable hazards. Annually, the College conducts risk assessment inspections and records its findings through the *Risk Assessment Template*. The second step is to eliminate those hazards as far as it is reasonably practicable. If it is not reasonably practicable to eliminate the risk, then action must be taken to minimise that risk as far as it is reasonably practicable. This is done through the *Risk Assessment Action Plan*. The *Risk Assessment Action Plan* is created once all the risk assessments have been completed. The *Risk Assessment Action Plan* is then recommended to the SAC Council for approval.

Control measures to minimise a risk
SAC must consider various control options and choose the control that most effectively eliminates the risk. When a risk cannot be eliminated, the College must choose the control measures that most effectively minimise the risk. This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable. The hierarchy of control measures that should be used to control a risk are:
- substituting the hazard with something safer
- isolating the hazard so a person is not exposed to the risk
- implementing engineering controls
- minimising the hazard using administrative controls
- providing/using personal protective equipment.

SAC must ensure that all control measures are effectively implemented and maintained in a way that ensures the risk is minimised.

Review of control measures
SAC must review and, if necessary, implement changes to the control measures, especially when:
- the control measure is not effective in controlling the risk
- a change at the workplace is likely to give rise to a new or different health and safety risk and the existing control measure may no longer effectively control the risk
- a new hazard or risk is identified
- the results of consultation indicate that a review is necessary
- the health and safety committee requests a review.

2. Training and instruction

The College ensures that all employees receive suitable and adequate information, training, and instruction that is easily understood and necessary for their role.

Induction training

Induction training is provided to all new employees. Topics covered in Induction Training include:

- emergency procedures
- amenity facilities
- first aid
- how to report a hazard or other safety issues
- how work health and safety is managed

3. Workplace facilities

The College provides and maintains a safe working environment and adequate facilities, so far as is reasonably practicable. This includes ensuring:

- safe entry and exit to and from the College
- people can move about the College without risk to health and safety, under normal working conditions and in an emergency
- sufficient work space for employees
- suitable floor surfaces
- sufficient lighting
- adequate ventilation
- adequate and accessible facilities for the welfare of employees such as toilets, drinking water, eating facilities
- hot and cold environments do not put employees at risk.

4. First aid

The specific obligations for the College for first aid in the workplace are to ensure:

- the provision of first aid equipment
- that each employee has access to the equipment
- an adequate number of employees are trained to administer first aid, or employees have access to an adequate number of people who have been trained to administer first aid
- employees have access to facilities for the administration of first aid.

In order to assess how to best provide for first aid, the College considers all relevant factors including the:

- nature of the work being carried out
- nature of the hazards
- size and location of the College
- number and composition of employees and others at the College.

REVIEW & EVALUATION

The policy will be endorsed and reviewed by the Diocese and approved by the Finance Committee. The Board of Governors and the Trustees should be informed that the Diocese and SACOTC have adopted these policies and will review performance against this policy annually, using information provided by the Registrar from the reporting system.