



Employee Health and Safety

The NSW Occupational Health and Safety Act 2000 No. 40, places statutory responsibility on the College to ensure the health, safety and welfare at work of all employees, residents and visitors.

The legislation surrounding OHS identifies the legal roles and responsibilities of employers and employees in relation to safety in the workplace. However, the College believes that satisfying the legal duty is not our sole aim. We aim to protect our employees, students, others and our assets. This is evident through policies and procedures and in the principle that all employees work together to accomplish continual improvement in OHS and risk management.

The basic elements of a management systems approach include:

- Reporting mechanisms for incidents / accidents
- A hazard control program
- Health protection systems for employees, residents and others
- Detailed procedures in the event of an emergency
- A Return to Work program

All employees should receive training regarding these policies and procedures on orientation to the College. Failure to comply with these policies may lead to disciplinary procedures.

St Martin's College OHS Policy

St Martin's College is committed to providing a safe and healthy place in which to work, reside or visit. The Board and Management believe that the health, safety and welfare of its employees, residents and visitors is a vital part of our mission statement and we therefore commit ourselves to observing the relevant Occupational Health and Safety legislation and regulations. Further, all staff and students have a general responsibility in terms of the OHS Act (NSW) to ensure a safe and healthy environment.

The Board and Head of College are responsible and accountable for:

- The effective implementation of the OHS Policy.
- Ensuring that the OHS Policy is continually updated.
- Ensuring that a comprehensive risk management system is developed and adhered to.
- Ensuring hazards are identified, assessed and controlled.
- Ensuring staff receive information, training and supervision to ensure work practices are safe and without risk to health.
- Investigating all incidents and accidents and ensuring preventative measures are implemented and monitored.
- Taking prompt remedial action to eliminate any unsafe or unhealthy conditions or behaviour.
- Consulting with employees on OHS matters.

The Head of College is responsible and accountable for:

- Arranging OHS inspections, rectifying deficiencies and maintaining records.
- Training of staff in correct OHS procedures.
- The development of new and improved procedures.

Employees are responsible and accountable for:

- Cooperating with OHS Policy and Procedures.
- Working in accordance with agreed safe work procedures.
- Reporting all incidents and hazards.

As St Martin's College is situated on the grounds of Charles Sturt University, the Board sees that there will be a potential overlap between the policies and procedures developed by both organisations. The College, however, seeks to have its own comprehensive set of policies and will, where applicable, reference the University policies. Current editions of these policies can be accessed on the University website.

Obligations

St Martin's College in consultation with the relevant legislation notes the following responsibilities:

1. Employer

- The employer shall ensure the health, safety and welfare of all employees.
- This involves the employer providing:
 - Safe equipment
 - Safe systems of work
 - Information
 - Instruction and training
 - Supervision
 - Housekeeping

2. Workers and other persons at the workplace.

- Are required to take care of the health and safety of themselves and others at work
- They are to cooperate with the employer on health and safety
- This involves the employee in:
 - Wearing personal protective equipment where provided
 - Not wilfully or recklessly interfering with workplace safety
 - Not placing other employees or other persons at risk in the workplace
 - Not wilfully injuring himself/herself
 - Attending training as offered and following safe work practices