

# HEALTH AND SAFETY POLICY AND PROCEDURE

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## TABLE OF CONTENTS

HEALTH AND SAFETY POLICY AND PROCEDURE .....	3
PURPOSE .....	3
OVERVIEW.....	3
OWNER.....	3
DEFINITIONS .....	3
POLICY .....	3
COMPLIANCE WITH LEGISLATION .....	3
ORGANISATIONAL RESPONSIBILITY AND COMMITMENT .....	3
STAFF RESPONSIBILITY .....	4
REPORTING .....	4
STUDENT AND STAFF WELFARE.....	4
RECORDS .....	4
PROCEDURE .....	5
PURPOSE .....	5
PROCEDURE-WORKPLACE HEALTH AND SAFETY INSPECTIONS .....	5
IDENTIFY AND CONTROL HAZARDS.....	5
WORKPLACE INJURIES.....	6
RISK MANAGEMENT PLAN (DOC-045) .....	7
WORKPLACE HAZARDS AND STEPS TO BE TAKEN TO REDUCE RISKS .....	7
VERSION CONTROL TABLE.....	9



# HEALTH AND SAFETY POLICY AND PROCEDURE

## PURPOSE

This policy outlines the approach taken by Focus Language School Institute to ensure a healthy and safe environment for all students, staff and others participating in any activities within the premises or under the employment of Focus Language School Institute.

## OVERVIEW

Focus Language School Institute recognises the importance of providing a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.

Focus Language School Institute aspires for excellence in workplace health and safety and is committed to providing an environment which is free from risks and conducive to the productivity and efficiency needs of its staff, students and others.

## OWNER

General Manager (GM)

## DEFINITIONS

**An injury** is any incident that causes harm to a person during their participation in work and/or training activities with Focus Language School Institute.

**A hazard** is any potentially dangerous situation within the work/study environment.

## POLICY

### COMPLIANCE WITH LEGISLATION

Focus Language School meets the requirements of the relevant State OH&S Act and complies with all other relevant legislation, regulations, codes of practice, advisory and best practice standards as well as organisational policies and procedures.

### ORGANISATIONAL RESPONSIBILITY AND COMMITMENT

Focus Language School Institute is committed to:

1. Providing a safe and healthy environment for all students, staff and others during their participation in activities with Focus Language School Institute.
2. Implementing effective risk management systems that are relevant and suitable for the organisation's scope of business; promote workplace health and safety at all times; and continuously improve performance in relation to health and safety.



3. Encouraging active participation, cooperation and consultation with all students, staff and others in the promotion and development of measures to improve health and safety.
4. Actively responding to, recording and investigating all incidents.
5. Maintaining relevant policies, procedures, training, codes of conduct and systems to support and communicate effective health and safety practices throughout the organisation.
6. Routinely conducting checks of the work environment to assess risks, identify hazards and identify areas for improvement.
7. Taking immediate response to reduce the risk of identified workplace hazards.
8. Providing appropriate induction, training, information and updates to staff on a regular basis about workplace health and safety.

## **STAFF RESPONSIBILITY**

1. All staff including managers have a responsibility to work safely; take all reasonable care for their own health and safety; and always consider the health and safety of others who may be affected by their actions.
2. When staff are undertaking work from home or at an off-site location, the staff member is responsible for ensuring the environment they enter into is free from risk and occupational health and safety hazards.

## **REPORTING**

1. All staff, students and others are required to report any identified workplace hazards and associated risks as soon as they become aware of them.
2. All staff, students and others are required to report any incident that causes harm to a person during their participation in work and/or training activities with Focus Language School Institute.

## **STUDENT AND STAFF WELFARE**

In order to protect the welfare of students and to ensure students have positive living, studying and working experiences, Focus Language School Institute:

1. Does not permit or require students to attend scheduled classes (including time allocated for self-paced or online studies) for more than eight (8) hours in any one day.
2. Does not permit or require full time students to attend scheduled classes prior to 8.00 AM and/or after 6.00 PM (including time allocated for self-paced or online studies).

## **RECORDS**

Appropriate records of the organisation's risk management strategy, workplace hazards and workplace injuries will be accurately maintained at all times.



# PROCEDURE

## PURPOSE

To outline the necessary steps taken to ensure the continued safety of the work environment for all students, staff and others participating in any activities within the premises or under the employment of Focus Language School Institute.

All employees as well as Focus Language School Institute are responsible for ensuring a healthy and safe workplace.

## PROCEDURE-WORKPLACE HEALTH AND SAFETY INSPECTIONS

	Action	Details	Responsibility
1.1	Annual workplace inspections.	The campus will be inspected using the Workplace Health & Safety Checklist at least annually.	General Manager
1.2	Home office inspections.	<p>a) The staff member must respond to any hazards identified during the process accordingly and fill out an Incident Form.</p> <p>b) These records are to be provided to the GM as completed.</p>	All staff
1.3	Control hazards.	Appropriate actions must be taken to control any identified hazards in accordance with the Health and Safety Policy.	General Manager

## IDENTIFY AND CONTROL HAZARDS

Action	Details	Responsibility
Identify and control hazards.	a) All staff have a responsibility to respond to hazards and perceived risks to health and safety.	All staff members
Identify and control hazards.	b) Any staff member who identifies a potential or actual workplace hazard must report it immediately to the GM using the INCIDENT HAZARD REPORT FORM (GEN-FOR01).	All staff members



Identify and control hazards.	c) The GM will take appropriate actions to control the identified hazards in accordance with the Health and Safety Policy.	General Manager
Identify and control hazards.	d) Hazards and their control mechanisms are to be recorded in the INCIDENT/HAZARD REGISTER (RGT- 005).	General Manager
Identify and control hazards.	e) Any risk ratings are to be added to the RISK MANAGEMENT PLAN (DOC-045).	General Manager

## WORKPLACE INJURIES

Action	Details	Responsibility
Workplace injuries.	a) If an injury occurs in the workplace any persons attending to the incident or witness to the incident are to fill in a INJURY RECORD FORM (GEN-FOR03).	Staff and/or students
Workplace injuries.	b) The first person in attendance to a workplace injury should immediately call for help, seeking assistance from the qualified First Aid officer if possible.	All staff members
Workplace injuries.	c) INJURY RECORD FORM (GEN- FOR03) are to be provided to the GM who will use the records to gather accounts of the incident and use them as the basis of an investigation into the incident, if required.	General Manager



## RISK MANAGEMENT PLAN (DOC-045)

Action	Details	Responsibility
Assess the risks to student safety.	<p>a) At least annually, Focus Language School Institute will undertake an assessment of any actual or potential risks to student and staff safety and security.</p> <p>b) The General Manager (GM) is responsible for ensuring that the measures put in place on the RISK MANAGEMENT PLAN (DOC-045) to reduce risks, are correctly implemented.</p> <p>c) Any updates to the safety and security mechanisms that are in place for Focus Language School Institute are to be updated in student pre-enrolment and enrolment information.</p>	General Manager (GM)

## WORKPLACE HAZARDS AND STEPS TO BE TAKEN TO REDUCE RISKS

Workplace Hazards	Steps to reduce risks
Cluttered floor space  (teachers staffrooms and classrooms)	<ul style="list-style-type: none"> <li>Remove all boxes or other loose storage containers from floor</li> <li>Store bags safely under desks</li> <li>Remove any unused furniture (store in room 15)</li> <li>Place chairs neatly under desks after use</li> <li>Remove boxes from under desks</li> </ul>
Cluttered or unclear work surfaces	<ul style="list-style-type: none"> <li>Remove any paper from desk surfaces</li> <li>Return all textbooks to the bookshelves</li> <li>Use magazine boxes to store teaching resources</li> <li>Use pen/stationary holders</li> <li>Request any further equipment needed to DOS</li> </ul>



Working for long periods  (computer rooms)	<ul style="list-style-type: none"> <li>• Adjust chair height when using computers so that you are comfortable when using the keyboard</li> <li>• Adjust screen brightness down to a comfortable level.</li> <li>• Use wrist rests</li> <li>• Regularly take breaks</li> <li>• Be aware of cables to avoid tripping.</li> </ul>
Heavy lifting	<ul style="list-style-type: none"> <li>• Always use trolleys provided to transport any heavy equipment including TVs and projectors etc</li> </ul>
	<ul style="list-style-type: none"> <li>• Alert maintenance staff when heavy furniture needs removal and moving</li> <li>• Do not store heavy equipment on high shelving</li> </ul>
Broken equipment	<ul style="list-style-type: none"> <li>• Please alert maintenance staff of any broken or damaged equipment including chairs (any broken or damaged equipment should be stored at the back of room 15)</li> <li>• Don't try to fix problems on your own. Please alert reception who will arrange a professional to look into it.</li> </ul>
Floor	<ul style="list-style-type: none"> <li>• Clear traffic ways by removing any chairs or boxes</li> <li>• Report any spills to reception so they can be cleaned immediately.</li> <li>• Be aware of and report any pulls or tears in carpets and report any problems to reception.</li> </ul>
Electrical	<ul style="list-style-type: none"> <li>• Always report any electrical faults or concerns immediately so a professional electrician can be arranged.</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>• Please report any problems (including blown or flicking light globes or areas which are too dim, bright or high reflections/glare) to reception</li> </ul>
Photocopying	<ul style="list-style-type: none"> <li>• Always use photocopy as instructed by manufacturers including putting the cover down when copying.</li> <li>• Please report low toner to reception so a trained staff can replace the toner cartridge. Used cartridges should be discarded safely.</li> </ul>





Air quality	<ul style="list-style-type: none"> <li>All problems with air quality including air temperature should be reported to reception so building management can be notified.</li> </ul>
Regular breaks	<ul style="list-style-type: none"> <li>When completing prolonged or repetitive tasks change posture at frequent intervals to minimise fatigue. Avoid awkward postures at the extremes of the joint range, especially the wrists. Take frequent short rests rather than infrequent longer rests.</li> </ul>
Cleaning chemicals	<ul style="list-style-type: none"> <li>All cleaning chemicals should be stored safely and in accordance with manufacturing guidelines in the maintenance storeroom</li> </ul>
Wellbeing and health	<ul style="list-style-type: none"> <li>Report any ongoing symptoms of sore eyes, running nose, headaches, mucous membrane irritation, dry skin, dizziness and nausea.</li> </ul>

## VERSION CONTROL TABLE

The following table is NOT a part of the policy and can be updated from time to time without affecting the version of the document.

Related Documents				Version Control	
<ol style="list-style-type: none"> <li>INCIDENT/HAZARD REGISTER (RGT-005)</li> <li>WORKPLACE HEALTH AND SAFETY CHECKLIST (STF-FOR24)</li> <li>INJURY RECORD FORM (GEN-FOR03)</li> <li>INCIDENT HAZARD REPORT FORM (GEN-FOR01)</li> <li>RISK MANAGEMENT PLAN (DOC-045)</li> </ol>				<ul style="list-style-type: none"> <li>V1.0 June 2020</li> </ul>	
Teamwork PM Task List					
Task#	Task Name	Task List	Project	Frequency	Task Description
Document Location					

