

Risk Management Plan

*Approved by College Council 29 July 2013
Version 1307 (Minor Corrections)*



(Incorporated under The Religious, Educational & Charitable Institutions Act 1861-1967)

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Risk Management Plan—Grace College

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Document Control

Version

This document is Version 1307 of the Grace College Risk Management Plan.

This Risk Management Plan supersedes any other policies and documents previously issued by Grace College in relation to risk management, work health and safety, environmental sustainability and quality assurance.

Date of last review by Principal: 16 August 2013
Name: Anita Monro (Rev. Dr)
Signature:

Date of last review by College Council: 29 July 2013
Chairperson: Ray Herrmann (Rev.)
Signature:

Availability

This document is available on S:\ADMIN - shared files\Publications\Policies\Workplace Health & Safety\ This directory is accessible by all Section Managers with computer access. Printed versions of this document are also available in:

- the Principal's Office in Administration;
- the Executive Chef's Office in the Kitchen;
- the Maintenance Manager's Office in the Workshop;
- with the Housekeeping sign-on book in the Administration Kitchenette.

A copy has been provided to the Grace College Student Club Executive through their President. This copy will be kept with the records of the Student Club Executive and passed on to subsequent Executives.

Record of Versions

The following table of versions records the history of the issuing of this document. It is updated with every amendment of the document.

Versions are numbered by year and month (i.e. April 2013 is 1304).

Version	Revision Details	Sections Affected	Revised by	Reviewed by Principal	Reviewed by Council
1305	Initial Issue of SMP	All	Monro		
1307	Minor Corrections Following Council Endorsement 130729	All	Monro		

Issue Protocols

When a new version of this document is issued:

- all printed copies of the previous version will be withdrawn from immediate access at the College;
- a printed copy and an electronic copy of the previous version will be archived;
- any annotations on printed copies of the previous version will also be archived;
- printed copies of the new version will be issued as deemed appropriate by the Principal.

Organisation Details

Business Name	Grace College
ABN	97 624 824 875
Business Activities	Residential College for Tertiary Students Conference Venue
Number of Employees	55
Number of Residents	181
Type of Entity	Incorporated under the Religious, Educational & Charitable Institutions Act, 1861 to 1967 (Qld)
Governance Body	Grace College Council
Governance Officers	Rev. Ray Herrmann (Chairperson) Rev. Dr Elizabeth Nolan (Secretary) Mrs Ruth Grieve (Treasurer)
Affiliated Body	Grace College Student Club Inc. (Incorporated under the Associations Act [Qld])
Business & Postal Address	Walcott Street, St Lucia Q. 4067
Telephone	(07) 3842 4000
Fax	(07) 3842 4180
Email	graceadmin@grace.uq.edu.au
Executive Officer (Responsible for WHS)	Rev. Dr Anita Monro (Principal) principal@grace.uq.edu.au (07) 3842 4005 0408 846 042

Insurances

Unimutual

Member No. UL GC 20103; Expiry: 31 October 2013

General & Products Liability \$20 000 000 in any one claim (\$500 Deductible) except
Sexual Molestation \$10 000 000 (\$20 000 Deductible)
Property in Physical or Legal Control \$2 500 000

Professional Liability \$2 000 000 any one claim; \$4 000 000 in aggregate

Property \$1 200 000 000 (Material Loss or Damage and Consequential Loss)

Material Loss or Damage Sub-Limits—

Burglary & Theft; Works of Art; Undeclared Locations Within Australia \$7 000 000

Replacement of Locks & Keys; Money Property in Transit/under Construction;
Data, Programs, Software; Undeclared Locations Outside Australia \$2 000 000

Machinery Breakdown; Boilers & Pressure Vessels \$12 000 000

Removal of Debris (including Decontamination) \$120 000 000

Valuable Papers & Records \$17 000 000

Equipment Used In or Under Water \$250 000 (30% Deductible)

Subsidence or Landslip \$5 000 000

Gardens & Landscaping \$1 000 000 (\$100 000 any one item)

Extra Cost of Reinstatement \$75 000 000

Consequential Loss Sub-Limits (36 month indemnity period)—

Loss of Revenue or Increased Cost of Working \$10 000 000 (Limit 2% of est. revenue)

Termination of Employment; Loss of Rental Income;

Research & Development Projects \$5 000 000

Accounts Receivable \$15 000 000

Contractual Fines & Penalties; Denial of Access (30 day limit);

Loss at Suppliers'/Customers' Premises Infectious or Contagious Disease, Murder or Suicide;

Commission, Profits & Royalties; Professional Fees \$2 000 000

Service Interruption \$7 500 000 (48 hr waiting period)

Combined Material Loss or Damage and Consequential Loss—

Accidental Spoilage \$250 000

Animals (Not Research); New Undeclared Acquisitions outside Australia \$2 000 000;

New Undeclared Acquisitions in Australia \$50 000 000

Errors and Unintentional Omissions;

Undeclared Locations in Australia (Plant & Equipment) \$5 000 000

Chubb

Policy No. 93310841; Expiry: 31 October 2013

Management Liability including

Directors & Officers Liability

\$1 000 000 on any one claim; \$2 000 000 aggregate

Pollution Defence Costs; Insuring Clause (C) Legal Representation Expenses \$1 000 000

Insuring Clause (D) Corporate Liability Coverage \$1 000 000 (\$10 000 Deductible)

Tax Audit Expenses; Crisis Expenses \$100 000

Attendance Compensation \$100 000 aggregate (\$500 per day)

Prosecution & Reputation Protection Costs \$500 000

Dedicated Additional Limit of Liability for Executives \$2 000 000

Employment Practices Liability \$1 000 000 (\$10 000 Deductible)

Internet Liability \$1 000 000

Statutory Liability \$500 000 (\$5000 Deductible)

Employee Theft \$500 000 (\$10 000 Deductible)

Identity Fraud \$250 000 (\$5000 Deductible)

WorkCover Queensland

Workers' Compensation

Policy No. WAA850689192; Date of Issue: 4 July 2012

Premium rate 1.539% compared to 2.498% industry rate (better than average claims history)

Relevant Legislation, Regulations, Codes of Practice, Standards, Affiliate Policies & Guidelines

Queensland

Legislation

The Religious, Educational & Charitable Institutions Act 1861-1967

Work Health and Safety Act 2011

Environmental Protection Act 1994

Safety for Recreational Waters Act 2011

Commission for Children and Young People Guardian Act 2000

Regulations

Work Health and Safety Regulations 2011

Environmental Protection Regulation 2008

Safety for Recreational Waters Regulations 2011

Codes of Practice

Approved Codes of Practice:

- How to Manage Work Health and Safety Risks
- Hazardous Manual Tasks
- Managing the Risk of Falls at Workplaces
- Labelling of Workplace Hazardous Chemicals
- Preparation of Safety Data Sheets for Hazardous Chemicals
- Confined Spaces
- Managing Noise and Preventing Hearing Loss at Work
- Managing the Work Environment and Facilities
- Work Health and Safety Consultation, Co-operation and Co-ordination
- How to Safely Remove Asbestos
- How to Manage and Control Asbestos in the Workplace
- First Aid in the Workplace
- Construction Work
- Preventing Falls in Housing Construction
- Managing Risks of Plant in the Workplace
- Managing Risks of Hazardous Chemicals in the Workplace
- Safe Design of Structures
- Managing Electrical Risks at the Workplace
- Demolition Work
- Excavation Work
- Welding Processes
- Spray Painting and Powder Coating
- Abrasive Blasting

Commonwealth

Legislation

Work Health and Safety Act 2011

Work Health and Safety (Transitional and Consequential Provisions) Act 2011

Environment Protection and Biodiversity Conservation Act 1999

Regulations

Work Health and Safety Regulations 2011

Environment Protection and Biodiversity Conservation Regulations 2000

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Approved Codes of Practice:

- How to Manage Work Health and Safety Risks
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- How to Safely Remove Asbestos
- How to Manage and Control Asbestos in the Workplace
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- Safe Design of Structures
- Managing Electrical Risks at the Workplace
- Demolition Work
- Excavation Work
- Welding Processes
- Spray Painting and Powder Coating
- Abrasive Blasting

Standards

Risk Management—Principles & Guidelines AS/NZS ISO 31000:2009

The Presbyterian Church of Queensland

The Presbyterian Church of Queensland Code

Child Protection Statement 2006

The Uniting Church in Australia

Constitution, Regulations, Code of Ethics and Ministry Practice and Manual for Meetings
(Current Edition)

Child Safe Church 2009 (Queensland Synod)

Governance in Uniting Church Schools and Residential Colleges (Uniting Church Schools
Commission Queensland)

Synod Guide to Using Social Media—October 2011 (Queensland Synod)

The University of Queensland

The University of Queensland Policies & Procedures Library <http://ppl.app.uq.edu.au/>

University Colleges Australia (Qld Chapter)

Policies & Guidelines—University Colleges Australia (UQ Chapter)

Colleges Information Technology Group

Network Access/Sharing Policy

Risk Management Policy

Policy Statement (Statement of Commitment)

Grace College recognises that risk is inherent in all College operations.

Risk must be managed in order for the College to fulfil its ethical and legal responsibility under the Work Health and Safety Act 2011 to:

- provide residents, staff, contractors, voluntary workers and visitors to the College with a safe and healthy environment; and
- ensure that the operations and activities of the College do not place the local community or College surrounds at risk of injury, illness, harm or damage.

Risk must also be managed to ensure that:

- the College and those associated with the College act ethically and with integrity in all College-related matters (ethics and integrity);
- the College maintains high standards of accommodation, meal provision, and other residential support systems in keeping with its ethos (operational);
- the reputation of the College is defined by its strengths (reputation);
- the College continues to maintain sufficient financial resources to meet ongoing operational and strategic objectives (financial stability);
- the College safeguards the security, integrity and availability of its information systems (data security);
- the College is aware of and compliant with all relevant laws, regulations, codes, policies and procedures (compliance).

As a child accommodation service under the Commission for Children and Young People Guardian Act 2000, Grace College is committed to providing a welcoming and safe environment for all persons, and especially for children and young people under 18 years of age. Grace College has a particular commitment to providing a safe place where young women will be cared for, nurtured and sustained. Such an environment will be free from any form of harm—physical, sexual, emotional, psychological, or spiritual. This commitment is demonstrated through:

- appropriate selection and equipping of staff, contractors and student leaders (voluntary workers);
- clear and appropriate guidelines for managing work health, safety and environmental issues;
- a clear risk management strategy.

Risk Management Plan—Grace College

As a not-for-profit incorporated entity affiliated with The Uniting Church in Australia (UCA) (Queensland Synod) and The Presbyterian Church of Queensland (PCQ), Grace College is committed to upholding the Christian values and ethos of these two churches. These values and ethos are particularly expressed in:

- the Uniting Church's *Basis of Union, Constitution, Regulations, Code of Ethics and Ministry Practice, Manual for Meetings* and ancillary policies and guidelines of their Assembly;
- policies and guidelines of the Queensland Synod of the Uniting Church including:
 - *Child Safe Church 2009*,
 - *Governance in Uniting Church Schools and Residential Colleges* (Schools Commission)
- the *Code* of the Presbyterian Church of Queensland and ancillary policies and guidelines of their Assembly including:
 - *Child Protection Statement 2006*.

As a residential College affiliated with The University of Queensland, Grace College seeks to operate consistently with the policies and procedures of The University of Queensland.

The College accepts the intercollegiate policy agreements between heads of Colleges affiliated with the University of Queensland (University Colleges Australia—Qld Chapter).

Grace College is committed to ensuring that all residents, staff, contractors, voluntary workers and visitors to the College act in a manner which is consistent with its policies.

Aims and Objectives (Code of Conduct)

In its commitment to the wholeness and well-being of each person associated with the College, Grace College actively:

- encourages behaviours and actions which promote respect and consideration towards all persons associated with the College including residents, staff, contractors, voluntary workers and visitors, as well as the community and the environment in which the College is located; and
- discourages behaviours and actions that do not produce a positive, safe and respectful work, study and living environment.

Such encouragement and discouragement occurs through the adoption, implementation, and regular review and revision of policies and procedures.

Grace College's Risk Management Strategy seeks to eliminate risks so far as is reasonably practicable, and if it is not reasonably practicable to eliminate them, to minimise the level of those risks so far as is reasonably practicable. That Risk Management Strategy involves:

- identification of hazards which give rise to risk;
- assessment of risks that may result due to hazards;
- decision-making concerning appropriate control measures to prevent or eliminate, or minimise the level of those risks;
- implementation of risk control measures;
- monitoring and review of risk control measures;
- consultation with all stakeholders concerning all aspects of the College risk management strategy.

Responsibilities

Grace College recognises that risk management is the responsibility of everyone in or associated with the College.

Management

Within that collective responsibility, Grace College governance and management personnel have the overarching accountability for ensuring the effective management of risks.

The Grace College Council is responsible for determining policy and ensuring that appropriate management protocols are in place to guarantee this accountability. The College Management Team, led by the Principal, is accountable for the implementation of the College Risk Management Policy and the procedures which arise from it.

Governance officers and management personnel must exercise **due diligence** to ensure that all activities of the College comply with the relevant legislation, regulation, codes of practice, affiliate policies and guidelines. Due diligence includes taking all reasonable steps to:

- gain an understanding of the hazards and risks associated with College operations;
- ensure that the College has and uses appropriate resources and processes to eliminate or minimise risks.

Reasonable steps include:

- conducting risk management consultations with stakeholders;
- investing time and money in risk management issues, programs and processes;
- ensuring risk management responsibilities are clearly understood by all residents, staff, contractors, voluntary workers and visitors.

Residents, Staff, Contractors, Voluntary Workers & Visitors

It is the personal responsibility of all residents, staff, contractors, voluntary workers and visitors to:

- familiarise themselves with the College Risk Management Plan;
- follow the Risk Management Plan in planning and organising all College activities;
- act in ways that promote a positive, safe and respectful work, study and living environment;
- act in ways that eliminate or minimise risk so far as is practicable.

Risk Management Strategy

Definitions

Hazard means a situation or thing that has the potential to harm a person, a community, the enterprise or the environment. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace. Hazards within a community may include anything that has the potential for physical, psychological, emotional abuse or neglect, or sexual abuse or exploitation. Enterprise hazards include areas of management that may not be properly overseen.

Risk is the possibility that harm (loss, death, injury, illness) might occur when exposure to a hazard occurs.

Harm is any detrimental effect of a significant nature on a person's or a community's physical, sexual, psychological, emotional, or spiritual wellbeing; the enterprise's ethical, operational, reputational, financial, information and compliance integrity; or the environment's ongoing sustainability.

Risk management means identifying and assessing all potential sources for harm, and taking steps to eliminate or minimise the likelihood that any harm will occur.

Risk control means taking action to eliminate risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Deciding what is '**reasonably practicable**' to protect people from harm requires taking into account and weighing up all relevant matters, including:

- the likelihood that the hazard or risk concerned will occur;
- the degree of harm that might result from the hazard or risk;
- knowledge about the hazard or risk, and ways of eliminating or minimising the risk;
- the availability and suitability of ways to eliminate or minimise the risk; and
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Central Focus

The central focus of the Grace College Risk Management Strategy is the creation and maintenance of a healthy, safe and friendly environment for all those associated with the College, and especially for children and young people under 18 years of age.

Risk Management Process

In line with the Australian and New Zealand Standard for Risk Management AS/NZS ISO 31000:2009, the Grace College Risk Management Process involves seven elements:

1. Consideration of Context

- a. Clarification of aims and objectives for College operations and activities.
- b. Identification of the environments (physical, sexual, psychological, emotional, spiritual; ethical, operational, reputational, financial, information, compliance) in which those operations and activities will occur.

2. Identification of Risks

- a. Determination of risks to achievement of aims and objectives.
- b. Identification of sources of risks and types of potential harm.

3. Analysis of Risks

- a. Determination of likelihood of risks and magnitude of consequences.

4. Evaluation of Risks

- a. Identification and exploration of possible options for elimination or minimisation of risks.
- b. Assessment of level of acceptable risk given costs and benefits to identified aims and objectives.

5. Treatment of Risks

- a. Selection of most feasible and cost-effective options for eliminating or minimizing risks.
- b. Development of strategies for implementation of selected options.
- c. Implementation of risk elimination or minimisation strategies.

6. Review and Revision of Risks and Control Measures

- a. Re-consideration of context and potential risks.
- b. Re-analysis of risks and potential control measures.
- c. Review of risk treatment strategies.
- d. Implementation of results of re-consideration, re-analysis and review.

7. Communication and Consultation

- a. Building commitment within the College to the Risk Management Plan.
- b. Using the collective wisdom of those associated with the College to identify potential risks and options for elimination or minimisation of risks.
- c. Ensuring that any incidents are reported, recorded, and analysed with identified risks addressed.
- d. Continuing training and instruction in safe work and operational practices for residents, staff, contractors, voluntary workers and visitors.

Risk Management Plan—Grace College

Risk Management Analysis

Risk management analysis is conducted using the risk assessment matrix adopted by the University of Queensland (<http://ppl.app.uq.edu.au/content/1.80.01-enterprise-risk-management>):

Likelihood	Almost Certain	-S	-S	-S	-H	-H	H	H	S	S	S
	Likely	-S	-S	-H	-H	-M	M	H	H	S	S
	Possible	-S	-H	-H	-M	-L	L	M	H	H	S
	Unlikely	-H	-H	-M	-M	-L	L	M	M	H	H
	Rare	-H	-M	-L	-L	-L	L	L	L	M	H
			Extreme Negative	Major Negative	Moderate Negative	Minor Negative	Insignificant Negative	Insignificant Positive	Minor Positive	Moderate Positive	Major Positive
		Negative Consequences					Positive Consequences				

Risk Management Registers

The College maintains a number of registers and information systems related to risk management:

- Overall Operations—a comprehensive survey of normal College operations, the risks associated and the means of addressing those risks (last review January 2012);
- Emergency & Evacuation—record of fire equipment (including testing), fire and evacuation training, and evacuation drills;
- StarRez residential accommodation booking and tracking system;
- Confidential Medical/Health Information (including food allergies) for residents;
- Authority to Participate in College activities by Parents/Guardians of Minors who are residents;
- Codes of Conduct—signed codes of conduct for residents, Resident Assistants, Student Executive and O-Week Committee members;
- Blue Card—record of staff blue cards (Positive Notice for Child-Related Employment);
- Events—management plans for specific College events, particularly those involving a liquor licence, amusement rides/activities, physical activity (other than UQ Sport-supervised sports), hired equipment, loud noise, and/or ticket sales;
- Gym Registration—record of consent to in-house gym rules by residents;
- Incidents—reports of incidents resulting in injuries and immediate responses;
- Induction & Training—record of induction and training (other than fire and evacuation) for staff, voluntary workers and residents;
- Financial Management Record and Reporting System;
- Visitors’ and Contractors’ Sign-In Books;
- Maintenance Requests;
- Residents’ Overnight Sign-Out Book

Relevant forms are available for most registers and systems.

Risk Management Matrix

Priority	Risk Category	Management Objective	Description of Risk	Level of Risk	Risk Treatments in Place	Risk Treatments to be Effectuated
1	Ethics & Integrity	The College and those associated with the College act ethically and with integrity in all College-related matters.	Ethical misconduct by staff, residents, voluntary workers in the course of College activities.	-S	Resident Handbook Resident Code of Conduct O-Week Training Staff Manual Monthly Staff Meetings Mid-Year Team Building Supervision Structure Resident Assistant Manual P-Week Training Mid-Year Team Building Leaders' Codes of Conduct	College Values Statement Pre-Application Student Leadership Training Regular Staff Training Upgrade of Training Register Documentation for Student Club Executive Update Handbooks & Manuals based on new Risk Management Plan
2	Work Health & Safety	The College provides residents, staff, contractors, voluntary workers and visitors with a safe and healthy environment.	Compromise of safety standards through breakdown of machinery or monitoring systems, lack of staff awareness or action, lack of appropriate training or induction, accident or other adverse event.	-M	Annual Fire & Evacuation Training 6-monthly Fire Drill First Aid & RSA Training O-Week Training Resident Handbook Staff Manual Monthly Staff Meetings Resident Assistant Manual Room Audits & Inventories	Regular Maintenance Plan Better Coordination of Documentation of College Buildings & Plant Regular Staff Training Upgrade of Training Register New Training Package for Student Leadership once elected Fire & Evacuation Audit Safety Sign Audit Regular Safety Audit Plan

Risk Management Plan—Grace College

Priority	Risk Category	Management Objective	Description of Risk	Level of Risk	Risk Treatments in Place	Risk Treatments to be Effected
3	Operational	The College maintains high standards of accommodation, meal provision, and other residential support systems in keeping with its ethos.	Breakdown of any management, work or support system due to lack of appropriate knowledge, training, supervision, support or other resources.	-M	Management Structure Variety of Workplace Systems (in process of being documented)	Development of College Operations Manual including training and induction schedules
4	Financial Sustainability	The College continues to maintain sufficient financial resources to meet ongoing operational and strategic objectives .	Financial instability and uncertainty due to changes in revenue and expenditure caused by intention, accident or other adverse event.	-M	Council Treasurer Business Manager Annual Audit Annual Report Bi-monthly Reports Monitoring by Principal	
5	Data Security	The College safeguards the security, integrity and availability of its data systems.	Loss of data through mishap or deliberate damage; and inappropriate release of data.	-M	Participation in College Information Technology Group (CITG) systems Privacy Policy	Staff protocols for information storage and security
6	Reputation	The reputation of the College is defined by its strengths.	Loss of reputation through mishap, misinformation, deliberate damage.	-M	Social Media Policy	Crisis Response Policy (in conjunction with Heads of Colleges)
7	Compliance	The College is aware of and compliant with all relevant laws, regulations, codes, policies and procedures.	Non-compliance due to lack of knowledge, resources or planning.	-M	Subscription to Advanced Safety Systems Australia Fire Safety Monitoring System Revision of Risk Management Plan	Development of College Operations Manual including audit schedules

Risk Management Plan—Grace College

Priority	Risk Category	Management Objective	Description of Risk	Level of Risk	Risk Treatments in Place	Risk Treatments to be Effectuated
8	Environmental	The College ensures that the operations and activities of the College do not place the local community or College surrounds at risk of injury, illness, harm or damage.	Detrimental effect on environment due to lack of knowledge or planning, mishap or deliberate damage.	-M		Environmental Audit

Work Health, Safety & Environmental Policy

Policy Statement

Under the Work Health & Safety Act 2011, Grace College recognises its ethical and legal responsibility to:

- provide residents, staff, contractors, voluntary workers and visitors to the College with a safe and healthy environment; and
- ensure that the operations and activities of the College do not place the local community or College surrounds at risk of injury, illness, harm or damage.

Aims & Objectives

Grace College will adopt procedures that:

- place the safety of residents, staff, contractors, voluntary workers and visitors ahead of protection of the College's buildings, plant, equipment and services;
- provide and maintain a safe and healthy physical environment including buildings, plant and equipment;
- provide and maintain safe and healthy work systems and practices;
- provide such information, instruction, training and supervision to residents, staff, contractors, voluntary workers and visitors as is necessary to ensure their continued health and safety;
- ensure compliance with legislative duties and current industry standards;
- involve residents, staff and voluntary workers in consultation on health, safety and environmental issues;
- support and assist residents, staff, contractors, voluntary workers and visitors in being fully responsible and accountable for health and safety issues;
- minimise environmental impacts through waste reduction, recycling and reduction of pollutants.

Responsibilities

Grace College recognises that the provision and maintenance of a safe, healthy and environmentally-sustainable workplace and residence is the responsibility of everyone in and associated with the College.

Management

Within that collective responsibility, Grace College governance officers and management personnel have the overarching accountability for ensuring such provision and maintenance. The Grace College Council is responsible for determining policy and ensuring that appropriate management protocols are in place to guarantee this accountability. The College Management Team, led by the Principal, is accountable for the implementation of the College Work Health, Safety & Environmental Policy and the procedures which arise from it.

Management responsibilities include:

- observation, implementation and fulfilment of the College's responsibilities under relevant legislation and regulation;
- recognition and management of any risks to work health, safety and environmental sustainability;
- establishment and monitoring of measurable objectives aimed at continued improvement of work health, safety and environmental sustainability;

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- provision of adequate resources (including training and education) for meeting work health, safety and environmental sustainability objectives;
- consultation with residents, staff, contractors, voluntary workers and consultants to improve decision-making in relation to work health, safety and environmental sustainability;
- ensuring that effective incident and injury management and rehabilitation practices are in place for all residents, staff, contractors, voluntary workers and visitors; and
- ensuring that appropriate communication strategies are in place so that all residents, staff, contractors, voluntary workers and visitors to the College are aware of the College’s Work Health, Safety and Environmental Policy and procedures as required.

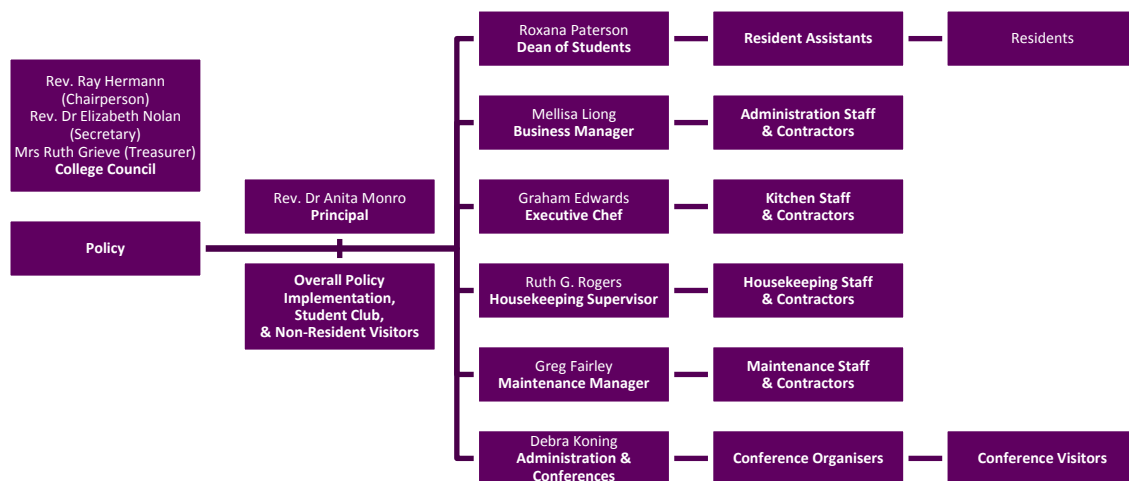
Residents, Staff, Contractors, Voluntary Workers & Visitors

It is the personal responsibility of all residents, staff, contractors, voluntary workers and visitors to:

- familiarise themselves with work health, safety and environmental sustainability policies and procedures as communicated;
- follow all work health, safety and environmental sustainability policies and procedures as instructed;
- notify management of any identified risks or hazards to people or the environment;
- participate in work health, safety and environmental consultations.

Safety Management Structure

This Safety Management Structure chart shows the lines of authority, responsibility and reporting within Grace College in relation to health and safety matters.



Council	Principal	Section Managers	Staff & Contractors	Residents & Visitors
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Safety Roles and Responsibilities

Council

The Grace College Council is responsible for:

- determining appropriate work health, safety and environmental sustainability policies in keeping with relevant legislation and regulation;
- ensuring that adequate management protocols are in place to guarantee the implementation of the policies.

Incorporated under The Religious, Educational & Charitable Institutions Act 1861-1967, the Chairperson, Secretary and Treasurer have particular responsibility for the work of the Council. They are:

Rev. Ray Herrmann	Chairperson
Rev. Dr Elizabeth Nolan	Secretary
Mrs Ruth Grieve	Treasurer

Principal

The current Principal is Rev. Dr Anita Monro.

The Principal of Grace College is responsible for:

- development, implementation and review of the Safety Management Plan in accordance with work health, safety and environmental sustainability policies determined by the Council;
- monitoring of compliance with the Safety Management Plan including application of Safe Work Methods (SWM) and Job Safety Analyses (JSA), adequate provision of First Aid treatment facilities and personnel;
- communication with stakeholders in order to minimise work health, safety and environmental risks;
- inclusion of work health, safety and environmental issues in Council, management and staff meetings;
- application of the hierarchy of risk controls to eliminate (if practicable) or minimise work health, safety and environmental risks in all areas of the College's life;
- determination of requirements and implementation of work health, safety and environmental sustainability training and education activities (including workplace inductions);
- promotion of work health, safety and environmental sustainability best practice through leadership and example;
- provision and maintenance of safe plant, equipment and substances;
- review of work health, safety and environmental inspections and reports, and implementation of such recommendations as are approved by appropriate authority;
- coordination of incident investigations and reporting to relevant persons and authorities;
- provision of assistance to injured workers to return to their pre-injury duties as soon as practicable following a work-related injury or illness, and to managers of sections regarding legal requirements in relation to injury management and returns to work;
- ensuring that appropriate records are kept in accordance with specified guidelines, and monitored for risk sources and trends.

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Section Managers

The Section Managers at Grace College are:

Miss Roxana Paterson	Dean of Students
Ms Mellisa Liong	Business Manager
Mrs Debra Koning	Conferences
Mrs Ruth G. Rogers	Housekeeping Supervisor
Mr Graham Edwards	Executive Chef
Mr Greg Fairley	Maintenance Manager

Section Managers are responsible for:

- implementation of the Risk Management Plan in their area(s) of supervision;
- observance of and adherence to all work health, safety and environmental regulations, codes of practice, standards and rules;
- ensuring that all work activities in their area(s) of supervision are carried out in a manner which is healthy, safe and environmentally sound;
- planning to carry out all work safely, taking into account any intersection with other work activities;
- advising the Principal concerning possible requirements for and implementation of work health, safety and environmental sustainability training and education activities within their area(s) of supervision;
- conduct of workplace inspections in their area(s) of supervision in relation to work health, safety and environmental controls;
- advising the Principal on the implementation of inspection report recommendations;
- inclusion of work health, safety and environmental issues in section staff meetings;
- preparation of work instructions and SWMs to be carried out in their area(s) of supervision;
- investigation of hazard reports and implementation of corrective actions;
- conduct of workplace inductions;
- participation in incident investigations;
- promotion of work health, safety and environmental sustainability best practice through leadership and example.

Staff

All staff are responsible for:

- working in a safe manner without risk to themselves, others or the environment (including correct use of Personal Protective Equipment PPE);
- complying with the Risk Management Plan including all workplace policies and rules (including SWMs and JSAs), and all emergency and evacuation procedures;
- reporting all incidents, injuries, illnesses or hazards to their Section Managers or the Principal;
- seeking assistance from their Section Managers if unsure of work health and safety rules and work methods;
- participating in workplace consultations on work health, safety and environmental issues;
- reporting any faulty tools, plant or equipment to their Section Managers or the Principal.

Risk Management Plan—Grace College

Contractors

All Contractors are responsible for:

- working in a safe manner without risk to themselves, others or the environment (including correct use of Personal Protective Equipment PPE);
- providing a compliant Risk Management Plan (where required);
- providing evidence of the way in which work will be carried out safely (e.g. SWMs, JSAs);
- complying with the Grace College Risk Management Plan including all workplace policies and rules (including SWMs and JSAs), and all emergency and evacuation procedures;
- reporting all incidents, injuries, illnesses or hazards to the appropriate Section Manager or the Principal;
- seeking appropriate assistance if unsure of work health and safety rules and work methods;
- participating in workplace consultations on work health, safety and environmental issues as available;
- reporting any faulty tools, plant or equipment owned by Grace College to the appropriate Section Manager or the Principal.

Residents

All residents are responsible for:

- acting in a safe manner without risk to themselves, others or the environment (including correct use of Personal Protective Equipment PPE);
- complying with the Risk Management Plan including all safety policies and rules (including SWMs and JSAs), and all emergency and evacuation procedures;
- reporting all incidents, injuries, illnesses or hazards to a Section Manager or the Principal;
- seeking assistance from a Section Manager or the Principal if unsure of work health and safety rules and work methods;
- participating in College consultations on work health, safety and environmental issues;
- reporting any faulty tools, plant or equipment to the relevant Section Manager or the Principal.

Voluntary Workers

All voluntary workers are responsible for:

- acting in a safe manner without risk to themselves, others or the environment (including correct use of Personal Protective Equipment PPE);
- complying with the Risk Management Plan including all safety policies and rules (including SWMs and JSAs), and all emergency and evacuation procedures;
- reporting all incidents, injuries, illnesses or hazards to a Section Manager or the Principal;
- seeking assistance from a Section Manager or the Principal if unsure of work health and safety rules and work methods;
- participating in College consultations on work health, safety and environmental issues;
- reporting any faulty tools, plant or equipment to the relevant Section Manager or the Principal.

Visitors

All visitors are responsible for:

- acting in a safe manner without risk to themselves, others or the environment (including correct use of Personal Protective Equipment PPE);
- complying with the Risk Management Plan including all safety policies and rules (including SWMs and JSAs), and all emergency and evacuation procedures;
- reporting all incidents, injuries, illnesses or hazards to a Section Manager or the Principal;
- seeking assistance from a Section Manager or the Principal if unsure of work health and safety rules and work methods;
- participating in College consultations on work health, safety and environmental issues as available;
- reporting any faulty tools, plant or equipment owned by Grace College to the relevant Section Manager or the Principal.

Additional College Policies to be added to this document (and revised as necessary):

Traumatic Incident Policy

Anti-Bullying and Anti-Harassment Policies

Social Media Policy

Complaint Response Policies

Anti-Smoking Policy

Alcohol & Drug Use Policy