



**Grace
College**

Work Health Safety & Environmental Wellbeing Policy

*Approved by College Council 29 July 2013,
6 June 2016, 2 December 2019
Version 2111*

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Policy Statement

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 Wellbeing 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 wellbeing;
- establishment and monitoring of measurable objectives aimed at continued improvement of work health safety and environmental wellbeing;
- provision of adequate resources (including training and education) for meeting work health safety and environmental wellbeing objectives;
- consultation with residents, staff, contractors, voluntary workers and consultants to improve decision-making in relation to work health safety and environmental wellbeing;
- 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 Wellbeing 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 wellbeing policies and procedures as communicated;
- follow all work health safety and environmental wellbeing 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 wellbeing consultations.

Safety Management Structure

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

Governance, Strategy & Policy	Overall Management inc. Strategy & Policy Implementation	Section Managers	Staff, Volunteers & Contractors	Residents, Other Clients & Supporters	Visitors	
Grace College (Chairperson, Treasurer & Secretary incorporated) Grace College Council	Principal		Policy, Strategy, Marketing & Fundraising Staff, Volunteers & Contractors	Benefactors & Supporters		
			Executive Assistant to the Principal	Function Organisers	Function Participants	Function Visitors
					Short Stay Guests	Visitors of Short Stay Guests
			Godparents			
		Deputy Principal & Dean of Students	Alumni Committee	Alumni		
			Student Leadership Team (Resident Assistants & Student Club Executive)	Student Residents	Visitors of Student Residents	
			Associate Dean			Personal Formation Team
		Business Manager	Peer Support Tutors			
			Business Support Assistant	Debtors & Creditors		
		Facilities Manager	Other Business Staff, Volunteers & Contractors			
			Housekeeping Staff & Contractors			
		Head Chef	Other Facilities Staff & Contractors			
			Sous Chefs & Senior Kitchen & Dining Room Assistant	Other Kitchen & Dining Room Staff & Contractors		Kitchen Visitors

Safety Roles and Responsibilities

Council

The Grace College Council is responsible for:

- determining appropriate work health safety and environmental wellbeing 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:

Mrs Wendy Devine	Chairperson
Mrs Wendy Stickley	Secretary
Mr Adrian Rex	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 wellbeing 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 wellbeing training and education activities (including workplace inductions);
- promotion of work health safety and environmental wellbeing best practice through leadership and example;
- provision and maintenance of safe plant, equipment and substances;
- review of work health safety and environmental wellbeing 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.

Section Managers

The Section Managers at Grace College are:

Ms Roxana Paterson	Deputy Principal & Dean of Students
Mr Ron Meintjes	Business Manager
Ms Lou Nugent	Head Chef
Mr Jeff Thorburn	Facilities 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 wellbeing 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 wellbeing 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 wellbeing 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 wellbeing through 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 wellbeing issues;
- reporting any faulty tools, plant or equipment to their Section Managers or the Principal.

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 wellbeing 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 wellbeing 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 wellbeing 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 wellbeing issues as available;
- reporting any faulty tools, plant or equipment owned by Grace College to the relevant Section Manager or the Principal.

Document Control

Version

This document is Version 2111 of the Grace College Work Health Safety & Environmental Wellbeing Policy.

This Policy supersedes any other policies and documents previously issued by Grace College in relation to work health safety and environmental wellbeing.

Date of last review by Governance & Risk Management Committee: 21 November 2019.

Date of last review by College Council: 2 December 2019

Availability

This document is available as part of the *Grace College Operations Manual* which is kept on the College website for public access; and on the internal computer network for staff access.

Printed copies are available in the following locations:

- in all Managers' offices;
- in the Foyer office;
- on each accommodation floor in each wing in the common area; and
- in the suite of the Senior Resident Assistant.

A printed copy is also provided to the Grace College Student Club Executive through their President.

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 RMP	All	Monro		29 July 2013
1307	Minor Corrections Following Council Endorsement 130729	All	Monro	16 August 2013	N/A
1411	Corrections of wording in relation to availability, child safety.	Availability; Safety Roles – Council	Monro	18 November 2014	N/A
1606	Update of staff members, safety structure	Availability; Safety Roles – Council	Monro	16 April 2016; 3 June 2016	2 May 2016 (Workshop) 6 June 2016 (Meeting)
1711	Minor Corrections in relation to personnel		Monro	6 Nov 2017	N/A
1807	Minor Corrections in relation to personnel		Monro	30 July 2018	N/A
1911	Separation of Policy from Risk Management Plan	Safety Management Structure; Safety Responsibilities- Council	Monro	11 April 2019; 1 August 2019; 21 November 2019	2 December 2019
2011	Personnel	Safety Roles & Responsibilities	Monro	20 November 2020	N/A
2111	Personnel Safety Structure	Safety Structure Safety Roles & Responsibilities	Monro	19 November 2021	N/A

Issue Protocols

When a new version of this document is issued:

- all printed copies of the previous version will be withdrawn from 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;
- the new version will be stored on the network and the website; and
- printed copies of the new version will be issued as deemed appropriate by the Principal.