



**Edinburgh
College**

Character... through nurture,
learning and service

Work, Health, Safety and Welfare Policy

Rationale

As part of its responsibilities under Occupational Health and Safety legislation in this State, Edinburgh College is committed to providing and maintaining, so far as is reasonably practicable, a healthy and safe environment for students, staff, visitors, contractors and other parties.

This policy determines the broad approach and processes by which Edinburgh College manages work, health, safety and welfare of its staff, students and others.

Aims

The Adventist Schools Victoria (ASV) and Edinburgh College Council should ensure:

- Providing a safe and healthy workplace for staff, students, visitors, contractors and other parties, and
- Following a systematic approach to OHS risk management and ensuring that Edinburgh College can meet its OHS obligations, and
- Providing OHS information, instruction, training and supervision to employees and other relevant parties, and
- Consulting with employees (and their representatives), college leaders and other stakeholders on OHS issues, and
- Resolving any OHS issues by following the above approach and where relevant, the college's OHS issue resolution procedure.

The **Work Health and Safety Coordinator**, in consultation with the Principal, should:

- Provide all relevant health and safety information to staff by way of instruction;
- Foster a positive approach to health and safety among teachers and students;
- Ensure regular health and safety inspections of the college are conducted and that consultation occurs with the college staff on matters of health, safety and welfare;
- Ensure that unsafe conditions and practices are rectified within a suitable time frame.

Employees, contractors and subcontractors should ensure that they are:

- Fulfilling their duties under OHS legislation, and
- Taking reasonable care of their own health and safety and that of others affected by their actions or omissions, and
- Complying with the safety procedures and directions as set by the College management, and
- Not wilfully interfering with or misusing items or facilities provided in the interests of health, safety and welfare or school employees and students, and
- Acting in accordance with agreed College policies and procedures, including policies and procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

Students should understand they are:

- Complying with the procedures and rules adopted from time to time by the College for their health, safety and welfare, and
- Developing and acting in accordance with a personal sense of responsibility, and
- Developing and acting with caring attitude for the health, safety and welfare of others, and
- Commensurate with their maturity and competence, having appropriate input into identifying risks and practicable risk control measures to eliminate or minimise risks to the health, safety and welfare of the College community.

Approved by the Edinburgh College Council, February 2022