Occupational Health and Safety

Policy and Procedure No. 120
WORKPLACE HEALTH AND SAFETY POLICY (OH&S)

Policy

The International Training College is committed to providing a safe workplace for staff and students. The International Training College will ensure that all Staff is thoroughly trained in risk assessment and workplace health and safety procedures.

Purpose

The purpose of this policy and procedure is to ensure that all Staff and Students follow practical and safe workplace guidelines.

Scope

To cover all staff and premises, ensuring a safe work / study environment.

Procedure

RESPONSIBILITIES

Employer – obligations to ensure the health & safety in the workplace of:

- Workers
- Self
- Others (that they are not affected by the way business is conducted)

Person in control of a workplace – obligations to ensure that:

- The risk of injury or illness from a workplace is minimised for persons coming onto the workplace to work
- The risk of injury or illness from any plant or substance provided by you for the performance of work by someone other than your workers is minimised when used properly
- There is appropriate, safe access to and from the workplace for persons other than your workers

Obligations of workers and other persons at a workplace – obligations as follows:
• Comply with the instructions given for workplace health & safety by the employer

• Use Personal Protective Equipment (PPE) if the equipment is provided by the employer and proper training in its use is provided

• Not to wilfully or recklessly interfere or misuse anything provided for workplace health & safety

• Not to wilfully place at risk the workplace health & safety of any person at the workplace

• Not to wilfully injure himself or herself

Risk Management

(Four Steps)

Identify the hazard

Hazards

Can be defined (and therefore identified) in a number of ways:

A hazard is anything that with the potential to cause injury or disease.

Any substandard practice (a departure from an accepted, normal or correct working procedure) or substandard act (any faulty physical condition that, if left uncorrected, may lead to an accident)

Possible accident causes from:

• Striking or being struck by an object

• Caught in or between something

• Slips, trips or falls

• Strains (lifting, pulling, pushing, bending)

• Hazardous substances

• Environment (gas, dust, fumes, heat, cold)
Energy sources including:

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<tr>
<th>Electrical</th>
<th>Hydraulic</th>
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<td>Mechanical</td>
<td>Pneumatic</td>
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<td>Thermal</td>
<td>Chemical</td>
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<td>Gravity</td>
<td>Biological</td>
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Identifying hazards is the first step in risk management. Regular inspections and observations should be conducted, preferably using a checklist covering the hazard areas such as:

- Plant and equipment (regular inspections, tagged)
- Manual handling (storage, weight, size, equipment alternatives)
- Work methods (individual tasks, systems, processes)
- Access (walkways, paths, stairs)
- Hazardous substances (cleaners, adhesives, decanting, storage, quantities)
- Housekeeping

**Assess the risk**

When assessing risk the following variables need to be considered:

There are many methods of calculating risk but ultimately each one relies on subjective input at one stage or another. Examples of subjective (emotional) feelings about risk include:

- One effective method of assessing (scoring) risk is to use a calculator
- The nature of the hazard
- The severity of the hazard and health effects
- Duration and frequency of exposure to the hazard
The probability that an event will occur

**Apply risk Control**

Risk control action can take a number of forms including (in order of preference):

- **Elimination** – a permanent solution and should be attempted first. The hazard is eliminated completely. (e.g. subcontract a task)

- **Substitution** – the hazard is substituted for one that presents a lower risk (e.g. a biodegradable detergent for a toxic cleaner)

- **Design/Redesign** – improving the way people do things (e.g. plant, equipment, workflow, layout)

- **Isolation** – placing a control between the hazard and people (e.g. distance, screens, barriers)

- **Administrative Controls** – minimising exposure to a particular hazard (e.g. limiting exposure times, job rotation)

- **Train/educate** – workplace learning program to inform and develop skills in identifying dealing with hazards

- **Personal Protective Equipment (PPE)** – the least preferred of hazard controls because it doesn’t tackle the real problem.

Hazard controls can be applied as single or combined methods (e.g. Hazard – noise. Control – hearing protection (PPE) and/or limited exposure (Administrative Control))

**Monitor and Review**

To ensure the effectiveness of risk management, a monthly hazard identification, risk assessment and risk control audit will be conducted by staff to:

- Identify new hazards
- Review control measures

**REFERENCES**

The Essential AQTF, 2007

The National Code 2007

Critical Incident Policy No. 107
Safe working procedures

The human body is healthiest when it is moving. See these easy ways to maximize your comfort and reduce the risk of injury

At the workstation

- Take regular breaks from your workstation – at least every 30 minutes.
- Vary tasks so you are not keying for extended periods of time.
- Change your posture as frequently as practical.
- Avoid eye strain when using the computer: focus on an object in the distance at least 6 meters every 10-15 minutes.
- Take your lunch break away from your desk, preferably going for a walk outside for 15-20 minutes.
- Make sure your chair is adjusted to support your lower back - use safe sitting posture.
- Make sure that your chair is in good working order - do not use a chair that needs maintenance.
- Learn to touch type (less repetitive movement for your neck).
- Switch the computer mouse to the other hand regularly.
- Place frequently used items near you.

In general

- Keep hydrated and drink plenty of water
- Reduce clutter in your work and storage areas - you’ll work in a more organised way, feel less pressured and avoid trips and falls.
- Switch tasks if possible to manage repetitive tasks. This will keep your body and your mind fresh.
- Change your method of doing repetitive by using a different body part or different muscles, such as switching hands.
Manual Handling

- Eliminate manual handling tasks from your work processes as much as possible.
- Use suitable and well-maintained equipment as much as possible.
- Avoid repetitive movements and postures.
- Use safe manual handling methods when manual handling can’t be avoided.

Responsibilities during sporting activities

THE TRAINER

International Training College trainers are specialists in their field and will risk assess each class / training session and will direct student accordingly.

All Training staff will hold current first aid certificates and carry first aid kits to every location.

Some conditions that can affect training sessions are, but not limited to:

- The weather (e.g. extreme heat /cold)
- Grounds and facilities
- Fitness level of participants
- Medical conditions of participants
- Type of activity (level of expertise required)
- Safety equipment available

THE STUDENT

All International Training College instructors will risk assess each training / class based on conditions and venue. Students are to following instructions from the qualified trainer carefully to ensure the safety of all participants.

Students must inform the trainer of circumstances that may affect the training session
Examples of these are, but not limited to:

- Medical conditions (previous and/or current)
- Phobias
- Disabilities
- Recent physical activity

**Workplace stress**

Workplace stress is recognised as a contributing factor of injury. We are all vulnerable to workplace stress, influenced by personal issues, work/life balance, general health and relationships at work.

Here are some general strategies to reduce workplace stress that team members can implement:

- Be aware of each other’s workload.
- Clarify priorities and deadlines.
- Clarify team roles and support flexibility.
- Discuss changes.
- Improve physical environment or comfort.
- Recognise and acknowledge each other's efforts.
- Develop your communication, negotiation and conflict management skills.

All these safe working practices among many others are included in the range of CRS Australia injury prevention services, including training programmers and information brochures.
Mental Health

Maintaining good mental health in the workplace is important. See some tips to help maintain your good mental health.

Maintaining good mental health in the workplace is important. Develop new ways to deal with stress to help build your resilience.

Here are some tips to maintain your good mental health:

- Be active – keep as active as possible and incorporate some exercise in your daily routine.
- Take care of yourself – pay attention to your own needs and feelings. Engage in activities you enjoy and find relaxing and have fun!
- Make connections – good relationships with family and friends are important. Accepting help and support from those who care about you can help reduce stress.
- Prioritise – set realistic goals and take small steps to deal with tasks one at a time.
- Keep things in perspective - avoid blowing events out of proportion.
- Take action – make a decision to address the underlying cause of the stress.

Assess risk

WHAT IS A RISK ASSESSMENT?
The Assessment:

- Identifies hazards in a workplace, task, system or process.
- Considers the level of risk associated with each hazard.
- Recommends risk control strategies to either eliminate or reduce the level of risk.
- Provides guidelines for evaluating and reviewing the process so that the risk has been effectively eliminated or reduced and no new hazards have been introduced.

WHO SHOULD CONDUCT A RISK ASSESSMENT?

All International Training College staff are responsible for assessing risk at both the college and other venues accessed by staff and students.