

Workplace Health and Safety



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Workplace Health and Safety
Brief Description	Griffith College is committed to providing a workplace which is as safe as is practicable in order to achieve its vision and goals. This Policy outlines how Griffith College meets its legislative obligations and exceeds them where feasible.
Responsibility	College Director and Principal
Initial Issue Date	10/10/2008
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
22/01/2019	4	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

Related Documents

Name	Location
Critical Incident Policy	Policy HUB
Incident Report Form	PDF
Griffith College Workplace Health & Safety Accountabilities	PDF
M14 Evacuation Plan	PDF
G52 Evacuation Plan	PDF

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1 Purpose and Scope

1.1 Introduction

This Workplace Health and Safety Policy sets out the approach of Griffith College relating to the management of safety in the workplace for all staff, students and guests.

1.2 Purpose

The purpose of this Policy is to confirm that Griffith College meet its legislative obligations and exceeds them where feasible.

1.3 Scope

This Policy has been prepared in accordance with the Queensland [Work Health and Safety Act 2011](#), Griffith College's [Critical Incident Policy](#), [M14 Evacuation Plan](#), [G52 Evacuation Plan](#), [Workplace Health & Safety Accountabilities](#).

2 Policy Statement

Griffith College is an employer committed to providing a workplace which is as safe as is practicable in order to achieve its vision and goals. Griffith College management is accountable for managing the risks in partnership with the staff and students. Management includes Griffith College Board of Directors, Griffith College Executive Committee and other managers who will consult with staff, students and others to achieve desired measurable outcomes within a continuous improvement framework.

Griffith College will meet its legislative obligations and exceed them where feasible. This will be a risk management approach to include the provision of:

- Safe systems of work and work environment;
- Safe plant, equipment, tools and personal protective equipment;
- Safe use, handling, storage and disposal of plant and substances;
- Access to adequate welfare facilities at work;
- Adequate information and training;
- Continuous monitoring of health and safety in the workplace;
- Rehabilitation programs for injured workers;
- Appropriate supervision and enforcement of policies and procedures to ensure safe work practices; and
- A risk management approach to hazards.

Staff, students and others have an obligation:

- to follow safe work practices;
- not to act in a manner so as to cause harm to people or property;
- to report hazards; and
- not to misuse anything provided in the interests of safety.

2.1 Legislative framework

Under common law, employers have a duty of care to take all reasonable measures to protect their employees from foreseeable risks arising from their employment. This duty of care embraces provision of the following:

- sufficient competent staff;
- a safe system or method of work;
- a safe work environment;
- safe plant and equipment including reasonably foreseeable misuse of such; and
- adequate training, instruction and supervision.

The Queensland [Work Health and Safety Act 2011](#) creates a statutory obligation for employers to ensure the health and safety of employees and other persons at work.

The major elements of the employer's obligations are to ensure a safe workplace for all through identifying hazards, assessing the risk, eliminating the risk or minimising the potential harmful consequences of the hazard. Employees also have an obligation under the Act to maintain healthy and safe workplace conduct. An employee has the following obligations under Section 28 of the Act:

- to take reasonable care of own health and safety;
- to take reasonable care that actions or omissions do not adversely affect the health and safety of others;
- to comply with any reasonable instructions that is given by the employer;
- to cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace.

Other persons in the workplace (including students, visitors and contractors) have the following obligations under Section 29 of the Act:

- to take reasonable care of own health and safety;
- to take reasonable care that their actions or omissions do not adversely affect the health and safety of others;
- to comply with any reasonable instruction that is given by the employer.

2.2 Procedures

Griffith College has developed a range of procedures to actively manage Griffith College [Workplace Health & Safety Accountabilities](#).

2.3 Training

A range of training is offered to staff and outlined in detail in the Griffith College [Workplace Health & Safety Accountabilities](#).

Evacuation drills are performed annually.

2.4 Emergencies

- Staff should follow their prior training in an emergency (e.g. Fire Safety, First Aid, Floor Warden, etc).
- Staff should become familiar with the Evacuation Routes ([M14 Evacuation Plan](#), [G52 Evacuation Plan](#)) from the building.
- If an ambulance is required, a staff member or first aid officer must call the ambulance. Griffith University Security will need to be notified that an ambulance is expected (ph: 7777), so that they may assist navigation on campus. Do not ask Security to phone the ambulance, as it is important that the caller is as close to the patient as possible. This is so that the caller can relay details of the situation and monitor the patient's symptoms for the operator.
- In some situations, it may be appropriate to enact the Griffith College [Critical Incident Policy](#), in addition to the procedures contained within this policy.

2.5 Incident/Hazard Reporting

The [Work Health and Safety Act 2011](#) defines and requires an employer to record injuries, illnesses and dangerous incidents at the workplace. These serious or potentially serious matters should be immediately telephoned through to the Griffith College Health & Safety Representative on (07) 3735 6900, and a First Aid Attendant, where appropriate.

A Griffith College [Incident Report Form](#) should also be completed for each incident.

2.6 Oversight and Staff Consultation

The Griffith College Executive Committee oversees the development, communication and implementation of health and safety policy. The Committee is notified of incidents and ad-hoc identification of hazards as they occur. Additionally, a Health & Safety Annual Report is tabled in September of each year which outlines the status of training, the outcomes from the Annual Site Inspection and any other pertinent matters.

Griffith College is committed to regular consultation with staff, through Staff Meetings, to ensure that the safety management system is operating effectively and that health and safety issues are regularly reviewed.

3 Relevant Legislation

Griffith College is required to comply with a range of legislation and regulation both at a state and a federal level. Policies and procedures developed within Griffith College are done so in accordance with the legislative framework within which the College operates. Griffith College has a responsibility to satisfy state and federal legislation and regulation including, but not limited to:

- [Work Health and Safety Act 2011](#) (Qld)