



# POLICY

## Work Health & Safety

### PURPOSE

The purpose of this document is to give clear direction as to the responsibility and manner in which each staff member and stakeholder is to conduct themselves in accordance with the requirements of OHS&W.

### POLICY

The College of Public Employment(C.O P.E.) is committed to providing and maintaining a safe, healthy and hazard free work place and learning environment for all employees, contractors, participants and visitors.

C.O P.E. is committed to encouraging our employees, participants and other stakeholders to practice safety protocols at all times.

C.O P.E. will:

Include Work Health Safety & Welfare as an agenda item for all meetings;

provide appropriate resources to ensure compliance with relevant Work Health and Safety (OHS) legislation and other requirements as prescribed from time to time;

ensure a risk management process that specifically relates to the diversity of the workplace;

ensure continuous improvement aimed at the elimination of work related injury and illness;

ensure appropriate OHS training is undertaken by employees, participants and contractors;

implement a consultation process with all employees, participants and contractors to ensure the decision making process is transparent and inclusive;

disseminate OHS information to all employees, participants and contractors, as appropriate and in a timely manner;

implement OHS policy quickly and clearly.

### SCOPE

All participants, staff, consultants, visitors and other stakeholders who utilise and/or access C.O P.E. facilities.

### PROCEDURE



# POLICY

## Participant OHS Awareness

C.O P.E. will ensure that participants are provided with the appropriate OHS training required to meet the relevant industry regulatory body's requirements and the participant's safety.

All participant's will participate in a site induction of each new venue attended for off and on-job training.

## Employee & Contractor OHS Awareness

C.O P.E. will ensure that all employees are provided with training that meets the industry regulatory body's requirements and ensures the employee's safety and capacity to maintain safe working and learning environments.

### Accident/Injury – Refer Accident & Injury Policy

C.O P.E. utilises external approved training sites. The Participant Induction process will include orientation of those premises and will address the premises specific policies in relation to Accident & Injury.

Or

C.O P.E.'s policy is to be followed;

whichever C.O P.E.'s trainer/assessor deems to be the better practice.

In the event of an accident or injury the Accident/Injury Report Form is to be completed by the most senior person on site at the time of the incident.

The form is to be submitted to the GENERAL MANAGER by close of business the day of the accident or injury.

The GENERAL MANAGER will be responsible for managing all processes following the accident/injury report.

### Major or Critical Incident – Refer Critical Incident Policy

C.O P.E. utilises external approved training sites. The Participant Induction process will include orientation of those premises and will address the premises specific policies in relation to a Major or Critical Incident.

Or

C.O P.E.'s policy is to be followed;

whichever C.O P.E.'s trainer/assessor deems to be the better practice.

### Evacuation – Refer Emergency Evacuation Policy & Plan



# POLICY

C.O P.E. utilises external approved training sites. The Participant Induction process will include orientation of those premises and will address the premises specific policies in relation to Emergency Evacuation Policy.

All C.O P.E. participants and personnel are to abide by the premises policy.

## Smoking

All venues utilised by C.O P.E. are smoke free zones.

Persons wishing to smoke cigarettes may do so only at the locations nominated

C.O P.E. utilises external approved training sites. The Participant Induction process will include orientation of those premises and will address the premises specific policies in relation to a Smoking.

Smokers are required to use bins and receptacles provided.

Anyone found to be smoking in a non allocated area or littering will face disciplinary action.

## Prohibited Substances – *Please refer Prohibited Substances Policy*

C.O P.E. enforces a zero tolerance policy in relation to prohibited substances and participants, employees, contractors or visitors including being under the influence or providing to any other person alcohol or illicit drugs.

C.O P.E. requires participants, employees and contractors to advise the GENERAL MANAGER if they are required to take prescribed medication which impairs their capacity to participate safely in their studies or workplace.

## Illness & Disease Control

C.O P.E. is committed to reducing the possibility of cross infection of illness and disease.

All participants, employees, consultants and visitors are strongly encouraged to:

confidentially advise either the Trainer/Assessor or GENERAL MANAGER if they have an illness or disease that may be infectious under certain circumstances e.g. influenza, hepatitis, AIDS, etc, so that C.O P.E. can assist them to benefit from the learning and work environment to the utmost whilst reducing the risk of complications or cross-infection.

not attend training sessions or the workplace if they have an infectious illness or disease that has not been reported to C.O P.E. and strategies implemented to reduce the risk of cross infection;

All participants, employees, consultants and visitors are required to:

to report all injuries immediately for infection control first aid;

cover and keep covered at all times all open wounds and/or sores;



# POLICY

use the washing facilities provided in the toilets;

clean up after themselves and place all and any litter in the bins provided;

not share crockery or cutlery;

*Note:* C.O P.E. reserves the right to request a participant, employee or other stakeholder that is obviously or strongly suspected of being infectious to leave the premises and seek a medical clearance before they return.

## RESPONSIBILITIES

GENERAL MANAGER - Responsible Officer - *Refer Responsible Officer Policy*

The GENERAL MANAGER is the Responsible Officer under The Work Health and Safety Act 2012—3.10.2019 (South Australia) and has ultimate responsibility for ensuring:

adequate human and financial resources are available to meet the legislative obligations of the Work Health, Safety and Welfare Policy;

OHS policies and procedures are implemented, audited and reviewed;

All employees are aware of their rights and responsibilities in relation to Work Health and Safety Act 2012—3.10.2019 (South Australia) , C.O P.E. policy and other requirements as prescribed from time to time.

### Managers & Supervisors

Managers & Supervisors are responsible for:

Ensuring the Work health, safety and welfare of the employees, and contractors they supervise, and participants or visitors who enter the premises;

Identifying, evaluating and controlling hazards specifically within their area of control and also throughout the workplace;

Evaluating workplace practices with a view to mitigating hazards;

All employees under their supervision complying with and understanding C.O P.E. policies and procedures;

Training needs identification and provision of relevant training;

Participation and involvement of employees and others in injury management and rehabilitation programs as necessary and appropriate.

### All Employees



# POLICY

All C.O P.E. employees are responsible for:

- Ensuring a safe learning and work environment by reporting to their Manager/Supervisor;  
incidents, events or situations that may be hazardous;
- behaviour of other employees, contractors, participants or visitors that is or may be hazardous;
- Complying with C.O P.E. policies and procedures;
- Undertaking and participating in training, injury management and rehabilitation programs as necessary and appropriate.

## Participants

- All participants are responsible for their own safety and other participants by:  
Their behaviour does not put them or others in harm's way;
- Reporting to the trainer/assessor any situation which may be hazardous.

A handwritten signature in black ink, appearing to read 'Rob Wallace', with a long horizontal line extending to the right.

Rob Wallace  
General Manager  
The College of Public Employment