



Policy

Western Riverina Community College (WRCC) fulfils its responsibilities for Work Health and Safety under Workplace Health & Safety legislation through established and publicised procedures and practices and through due diligence exercised through the oversight and delegation of the Board of Management.

Scope

This policy applies to all staff, volunteers, students and visitors to the College and applies to all activities carried out on the College premises, leased properties and approved activities related to course requirements.

Procedures

The Executive Officer will:

- Ensure that Staff is aware of their Work Health and Safety responsibilities.

Staff (including employees, labour hire staff, volunteers, apprentices, work experience students, sole traders, subcontractors, and contractors) will:

- Take reasonable care for their own safety and ensure that they do not adversely affect the health and safety of others.
- Comply with any reasonable instruction and cooperate with WRCC policy and procedures.
- Report any actual or potential hazards, incidents, injuries or near misses at the earliest opportunity.
- Exercise proper care of College premises, equipment and materials at all times.



Trainers will:

- Conduct a WHS audit of the training venue prior to the start of every class.
- Review the WHS information as provided in the course folder.
- Advise students of the location of Evacuation & Emergency Procedures notices, toilets, first aid kits, fire extinguishers and evacuation procedures.
- Ensure the adequate inclusion of WHS content in training and assessment as required by the competency standards.

The Board of Management will:

- Ensure adequate WHS policies and procedures are in place.
- Ensure identified hazards are adequately dealt with.

Students and visitors at WRCC will:

- Care for their own and others' health and safety. Take reasonable care not to adversely affect the health and safety of others, and comply with any reasonable instruction given by WRCC Community College, 'so far as they are reasonably able'.
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Legislative context/references

- Work Health and Safety Act, 2011
- Work Health and Safety Regulation 2011
- <http://www.safework.nsw.gov.au>
- Staff Handbook Policies and Procedures, Complaints, Grievances and allegations, Access and Equity.