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CROMWELL COLLEGE

WORK HEALTH, SAFETY AND ENVIRONMENT POLICY

Obligations

At Cromwell College, we place our highest priority on the health and wellbeing of our employees and other workers, residents, visitors, contractors, the community we serve and the environment. We are committed to implementing responsible management practices which ensure a risk-based approach to achieving positive health, safety and environmental outcomes where we always strive to prevent any potentially adverse impacts.

The College is committed to complying with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011* and applicable Codes of Practice and Australian Standards as far as possible.

Responsibilities

Management:

Will provide and maintain as far as possible:

- Role modelling of safe work behaviours and set expectations of a workplace culture that empowers everyone to be personally responsible for health, safety and environmental outcomes.
- Communication of management expectations to all personnel and hold them accountable for their performance as applicable to this policy.
- Provision of a safe working environment and safe systems of work.
- Ensuring plant, structures and substances are in safe condition.
- Providing for the welfare of employees, workers, and residents.
- The identification of hazards and reduction of risks so far as is reasonably practicable where there is potential to cause injury, illness or to people, or to adversely impact the environment or community.
- Identification of psychosocial hazards that might be impacting on the mental health of staff (WHS Act - Section 19).
- Implementing and maintaining a safety management system that is regularly reviewed utilising a continuous improvement model.
- Appropriately investigating all incidents for the purpose of preventing recurrence.
- Establishing and reviewing measurable annual safety performance objectives and targets for the purpose of always improving WHS outcomes.



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- Providing forums for engaging and consulting with all employees and other worker stakeholders.
- Providing role specific health, safety, and environmental responsibilities in job descriptions.
- Complying with legal obligations and meeting relevant industry standards and
- Allocating sufficient resources and providing information, instruction, training, and supervision that is necessary to ensure that each worker is safe from injury and risks to health.

Workers:

Each worker has an obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment.
- Take reasonable care of the health and safety of themselves and others.
- Wear personal protective equipment and clothing where necessary.
- Comply with any direction given by management for health and safety.
- Not misuse or interfere with anything provided for health and safety.
- Report all accidents and incidents on the job immediately, no matter how trivial.
- Report all known or observed hazards to their supervisor or manager.

Residents, Visitors and Contractors

- Take reasonable care for their own health and safety.
- Take reasonable care that their actions do not adversely affect the health and safety of other people
- Comply, as far reasonably practicable, with any reasonable instruction given by the College and
- Co-operate with any reasonable policies and procedures of the College.

Work, Health and Safety Programs

To implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively conducted. The programs will relate to all aspects of work health and safety including:

- WHS training and education.
- Provision of information, training, and supervision to workers.
- Undertaking risk assessments and reporting of hazards.
- Development of safe work procedures.
- Emergency procedures and drills.



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- Provision of WHS equipment services and facilities.
- Regular inspections and evaluations; and
- Reporting and recording of incidents, accidents, injuries and illnesses.

Definitions:

Mental Health

Mental health is defined as a state of wellbeing in which the individual realises his or her own abilities, can cope with normal stressors of life, can work productively and fruitfully, and is able to contribute to the community. Mental health can be explained on a continuum where mental health is at one end, represented by feeling good and functioning well, through to severe symptoms of mental health conditions at the other. Mental health is not fixed or in a static state, and individuals can move back and forth along this scale at various times during their lives.

Psychosocial hazards

Psychosocial hazards are factors in the design or management of work (plant, workplace interactions or behaviours, work environment) that increase the risk of work-related stress and can lead to psychological or physical harm.

Examples of psychosocial hazards are:

- high and/or low job demands
- low job control
- poor support
- low role clarity
- poor organisational change management
- low reward and recognition
- poor organisational justice
- poor workplace relationships including interpersonal conflict
- remote or isolated work
- poor environmental conditions
- traumatic events
- violence and aggression



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- bullying
- harassment including sexual harassment.

Applications of this policy

Cromwell seeks the co-operation of all workers, residents, customers and other persons and encourages suggestions for realising our health and safety objectives to create a safe working environment with a zero-accident rate.

This policy applies to all business operations and functions, including those situations where workers may be required to work off-site.

Risk management methodology

Cromwell College's risk management methodology for managing hazards is a 4-step process whereby:

1. Hazards are identified in the workplace (for example, workplace inspections, consultation with employees, hazard reports, daily duty reports, appraisals, staff meetings).
2. Identified hazards are risk assessed (for example, determining how likely and how serious the effects will be on employees exposed to the hazard).
3. Risk controls measures are implemented which will eliminate or minimise the injury from the identified hazards.
4. Periodic reviews of the risk controls to ensure the implemented control measures are appropriate and effective.

Accountabilities of this Policy

The board is responsible for governance and oversight of Cromwell Colleges' commitment to managing health, safety and environmental aspects in accordance with this policy.

The Chief Executive Officer (Principal) is accountable for the implementation of effective management systems to ensure the commitments made in this policy are achieved.

Documents:

Work Health and Safety Act, 2011

<https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018>



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Work Health and Safety Regulation 2011

<https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2011-0240>

Managing the Risk of Psychosocial Hazards at work - Code of Practice 2022

https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0025/104857/managing-the-risk-of-psychosocial-hazards-at-work-code-of-practice.pdf

POLICY DISTRIBUTION
Staff Handbook
Student Handbook
College Website