Occupational Health, Safety & Welfare Policy

Preamble
Under the Occupational Health & Safety (OH&S) Act (2000) NSW, OH&S Regulation 2001 (NSW) and associated legislation managers have a key responsibility with regard to ensuring the health & safety of staff, students & visitors. Managers have a duty to provide and maintain so far as practicable, a working environment that is safe and without risks to health and includes:

- safe equipment and systems of work;
- provision, monitoring and maintenance of systems for the safe use, handling, storage and transportation of equipment;
- maintenance of the workplace in a safe and healthy condition;
- provision of suitable working environments and facilities;
- provision of information, training and supervision for all staff & students enabling them to work & study in a safe and healthy manner.

Policy
AFTA Travel & Tourism College NSW is committed to ensuring the health, safety and welfare of its employees, students and any others who may be affected by the College’s operations. All stakeholders of the companies are encouraged to regard accident prevention and work safety as a collective and individual responsibility.

The Principal Executive Officer has ultimate responsibility for the implementation and review of the policy, and delegation of OH&S management responsibilities.

In this regard, the Academic Coordinator is responsible for day-to-day OH&S within their areas of responsibility. The OH&S representative is available to advise regarding specific OH&S matters or to assist with the development and implementation of OH&S system procedures & programs. The OH&S responsibilities of management at all levels, staff and students are detailed below.

Implementation
Recognising the potential hazards occurring in AFTA Travel & Tourism College NSW environment, AFTA Travel & Tourism College NSW will take every practicable step to ensure the health, safety and welfare of all staff, students & visitors.

Specific responsibilities:

Managers & Supervisors
- are responsible for the introduction and maintenance of an effective OH&S management system
- must monitor and review the OH&S management system to take account of changing conditions and circumstances in the workplace;
- must observe, implement and fulfill responsibilities under the Acts & Regulations which apply to OH&S within the AFTA Travel & Tourism College NSW environment, and will endeavour to comply with Australian Standards and approved NSW Codes of Practice;
- must provide written procedures and instructions to ensure safe systems of work;
must be available to take reports from staff on unsafe work situations;
- take immediate action to rectify problems identified in accordance with established hazard identification and risk assessment procedures;
- must ensure that the agreed procedures for regular consultation between management and those with designated OH&S responsibilities are followed;
- ensuring all employees observe safe working practices, policies and procedures;
- are responsible for ensuring that the OH&S management system is implemented, effective and consistent with the AFTA Travel & Tourism College NSW objectives.

**Staff and contractors**

- are required to take reasonable care of themselves and others in the workplace;
- as a measure of security and to ensure the ongoing safety of our students, are required to wear an identification tag at all times while on the premises
- have a responsibility to co-operate with all health & safety provisions agreed to by management and staff with OH&S functions;
- have a responsibility to comply with relevant college management system policies, procedures and programs, as appropriate;
- must not bypass or misuse systems or equipment provided for OH&S purposes;
- must report in writing, any suspected health or safety risk which comes to their attention
- are required to sign off on OHS policies annually or as reviewed
- in cases of return to work after a workplace injury, are required to submit a Work cover medical certificate deeming them fit to resume normal duties
- comply with return to work policy and procedures (refer to Appendix A) issued by the college’s Workers compensation insurer (GIO Workers Compensation (NSW) Ltd – refer to Appendix B for policy numbers).

**Students**

- are required to take reasonable care of themselves and others in the college;
- have a responsibility to co-operate with all health & safety provisions
- have a responsibility to comply with relevant management system policies, procedures, and programs, as appropriate;
- must not bypass or misuse systems or equipment provided for OH&S purposes;
- are required to carry a student identification card at all times while on the premises

**OH&S Representative**

- is responsible for monitoring the overall OH&S performance of college, as per legislative requirements and the OH&S Terms of Reference;
- is consulted regarding the college’s OH&S management system, including policy, procedure and program review & implementation;
- is responsible for overseeing the initiation of processes to deal with specific OH&S issues, and the operation of for OH&S which seek to review & implement OH&S initiatives at the workplace level through staff participation.
- is responsible for drafting, updating and following the OH&S consultation policy statement
The co-operation of management, employees, contractors and students is sought in fulfilling the OH&S commitments and objectives. Effective OH&S is integral to achieving its objectives in teaching and management.

**Review**

In fulfilling the objectives of this policy, management is committed to regular consultation with staff to ensure that the policy operates effectively and that health & safety issues are regularly reviewed. The policy will be regularly reviewed through consultation at management and staff meetings.