



Durban Work Health & Safety

POLICY & PROCEDURE GUIDELINE

Governance	Clause 8.5 & 8.6 of standard 8		
Policy Reference No:	DIC-093	Version No:	3.1
Commencement Date:	January 2008	Review Date:	August 2017
Persons/Areas affected	All staff		
Purpose	<p><u>Laws that protect health and safety in South Australia</u></p> <p>South Australian workers are protected by the State Work Health & Safety and Welfare legislation.</p> <ul style="list-style-type: none"> • Work Health and Safety Act 2012 (SA) • Work Health and Safety Regulations 2012 (SA) • Approved Codes of Practice, industry guidelines and Australian Standards. <p><u>Statutory requirements</u></p> <ul style="list-style-type: none"> • “An employer shall provide and maintain so far as it is practicable for employees a working environment that is safe and without risks to health. <p>“Every employer and every self-employed person shall ensure, so far as is practicable, that persons (other than the employees of the employer or self-employed) are not exposed to risks to their health or safety arising from the conduct of the undertaking of the employer or self-employed.”</p> <p>This policy outlines the approach taken by Durban International College to ensure a healthy and safe environment for all students, staff and others participating in any activities within the premises or under the employment of Durban International College.</p> <p>DIC recognises the importance of providing a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.</p> <p>DIC aspires for excellence in workplace health and safety and is committed to providing an environment which is free from risks and conducive to the productivity and efficiency needs of its staff, students and others.</p>		

<p>Definitions</p>	<p>A hazard means any potentially dangerous situation within the work/study environment provided by DIC.</p> <p>An incident means an event or circumstance that leads – or could have lead - to unintended or unnecessary harm during a person’s participation in work and/or training activities with DIC.</p> <p>An injury means any incident that causes harm to a person during their participation in work and/or training activities with DIC.</p>
<p>Policy</p>	<p>Through this policy, DIC meets the requirements of the Work Health and Safety Act 2012 (SA). This Policy also supports the Clause 8.5 & 8.6 of the Standards for Registered Training Organisations 2015.</p> <p>DIC is committed to providing and maintaining a safe working and learning environment which minimises risk to health, safety and welfare.</p> <ul style="list-style-type: none"> • All staff have a responsibility to work safely, take all reasonable care for their own health and safety; and always consider the health and safety of others who may be affected by their actions. • DIC encourages active participation, cooperation and consultation with all students, staff and others in the promotion and development of measures to improve health and safety. • All staff will receive induction into their role which will include information about workplace health and safety. Training and updates to information will be provided to staff on a regular basis. • All work and training environments will be routinely assessed to identify safety risks, hazards and identify areas for improvement. • All staff, students and other individuals are required to report any workplace hazards and associated risks and safety incidents as soon as they become aware of them. • DIC will take immediate actions to respond to incidents and reduce or mitigate the risks caused by identified hazards. • DIC will respond to, investigate and record all health and safety incidents. • Appropriate records of DIC’s workplace hazards, risks and workplace injuries will be accurately maintained at all times.

Procedure	Responsibility
<p>1. Hazards</p> <ul style="list-style-type: none"> Any staff or student who identifies a potential hazard must report it immediately to the Admin staff/CEO using the DIC-093-F2 WHS Hazard Report. 	All Staff/Students
<p>2. Control Hazards</p> <ul style="list-style-type: none"> Appropriate actions must be taken to control any hazards identified. Date action taken and responsible person to sign 	CEO
<p>3. Critical Incident reporting</p> <ul style="list-style-type: none"> If an incident occurs at DIC any persons attending to the incident or witness to the incident are to fill in a Critical Incident Report as mentioned under DIC Critical Incident Policy and follow the steps as mentioned. <i>Critical Incident Reports</i> are to be provided to the CEO who will use the records to gather accounts of the incident and use them as the basis of an investigation into the incident, if required. 	CEO Staff/Students
<p>4. Annual Inspections</p> <ul style="list-style-type: none"> DIC Office will be inspected using the DIC-093-F1 WHS Inspection Sheet at least annually and an assessment of potential risks to student and staff safety and security undertaken. All identified hazards must be allocated and assigned to relevant people to be completed. Any updates to the safety and security mechanisms if applicable to be updated in student pre-enrolment and enrolment information. 	Compliance Officer/CEO

Approval Authority:**Chief Executive Officer**

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SUMMARY OF CHANGES:

ISSUE DATE	CHANGE
April - 2008	Version 1.1 - Partial Revision
August - 2012	Version 2.0 - Full Revision (NVR Standards 2011)
March - 2013	Version 2.1 - Full Revision (NVR Standards 2012)
January-2014	Version 2.2 – Full Revision (WHS changes)
March-2015	Version 3.0 – Full Revision (SRTO’s 2015)
Aug-2016	Version 3.1 – Partial revision

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