South West
Community College

Work Health and Safety Manual

1. Purpose

Bunbury Regional Community College Inc. trading as South West Community College (SWCC) is a Curriculum and Re-engagement in Education (CARE) school. SWCC understands and acknowledges that not all students thrive in large complex high schools, and we as a school community stive to help students re-engage into learning and help to prepare these students for life beyond school.

This Work Health and Safety (WHS) Manual covers all areas and activities of the College or completed within the school, including all operations of SWCC including services provided by external contractors.

The scope of this document includes:

- Consideration of, and compliance with, relevant legislative, regulatory and statutory obligations, including due diligence and duty of care;
- Hazard identification, risk assessment and risk control requirements for routine and non-routine;
- Accident and incident prevention initiatives; and
- Training, awareness, communication and consultation requirements.

2. Related Documents

All policy, procedure and guidelines relating to WHS which includes, but is not limited to those documents referenced in the relevant sections of this Manual. All specific and related documents can be found on Employment Hero and are available on request for external Contractors or service providers.

3. Definitions

Term	Definition
PCBU	A person conducting a business – SWCC
Officer	Board Members and Senior Management (Campus Managers, Principal, Social Work Manager COO, Director)
Worker	A 'worker' is defined by the Work Health and Safety Act. This includes a person undertaking work as a contractor, student, trainee, or volunteer.
Emergency	An Emergency is considered to have three elements: (a) a threat to the organisation, (b) the element of surprise, and (c) a short decision time. An emergency is often an accident or incident that requires immediate intervention.
Emergency Management Team (EMT)	The team who initially deal with an emergency. The team may include leadership, medical personnel, grounds/maintenance staff and selected teaching staff. At SWCC this is led by the Principal or Campus Manager in the Principal's absence, or other delegated person
Critical Incident	An incident in which there is a high likelihood of traumatic effects or evoking unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group, or school to function either at the time or later. A circumstance posing a "critical risk" for the purposes of this definition is one which would, if action had not been taken or the risk otherwise averted, have resulted in death, life-threatening illness, or life-threatening injury to one or more students and/or staff.
Contractor	A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.
Legislation	WA work health and safety act, regulations, and code of practices.

4.1 WHS System Requirements

SWCC has established and maintains a WHS Management System to achieve its Work Health and Safety Policy. This Manual is a fundamental part of that System which highlights the key principles with references to the more specific policies and procedures.

WHS Policy Summary & Review

A WHS goal at SWCC is to prevent incidents and injuries by maintaining our commitment to workplace safety.

We will endeavour to achieve this by:

- Complying with all specific legislative requirements applicable to SWCC;
- Establishing realistic objectives that are communicated, monitored and reviewed on a regular basis;
- Systematically identifying, assessing, eliminating or mitigating Work Health and Safety (WHS) hazards and risks;
- Providing emergency and first aid treatment facilities;
- Developing, implementing and disseminating relevant WHS information;
- Providing our Workers with appropriate education and training;
- Providing proactive WHS leadership, management and supervision;
- Consulting and communicating with Workers and others on WHS matters; and
- Undertaking regular audits and reviews of practices and systems.

To assist us in achieving this goal, all Workers will be expected to support this Manual and relevant policies by adhering to SWCC requirements and reasonable directions relating to WHS.

Workers are encouraged to raise questions and concerns about WHS, and if need be, stop any work activity where they feel there may be a high risk of injury or harm to themselves, others or the environment.

Relevant policies and procedures include:

- *WHS Policy;*
- *Emergency Evacuation Procedures;*

4.2 Hazard Identification, Risk Assessment and Control of Risks

SWCC has established, implemented and will maintain documented procedures to ensure that the following are conducted:

- Hazard identification;
- Hazard/risk assessment;
- Control of hazards/risks; and then
- Evaluation of steps

Relevant policies and procedures for further detail include:

- *Risk Management Policy;*
- *Risk Register;*

- *Excursion Policy & Risk Assessment.*

Hazard identification

The identification of hazards in the workplace will take into account:

- The situation, events or combination of circumstances that has the potential to give rise to injury or illness;
- The nature of potential injury or illness relevant to the activity, product or service; and
- Past injuries, incidents and illnesses. The identification process shall also include consideration of the way work is organised, designed, contracted or the purchasing of goods and services.

Risk assessment/ Assess the Risk

Risks are assessed using a Risk Matrix to evaluate the severity and likelihood of something occurring to then identify control/s to eliminate or minimise the risk.

Upon risk rating an assessment is done on the effectiveness of current controls with further consideration to improve, enhance or provide additional controls to mitigate the risk. This may include eliminating the activity all together.

Risk Rating Matrix: Used to combine consequence with likelihood to determine the overall level of risk

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
	Likely	Medium	Medium	High	High	High
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Controls Effectiveness Rating and Criteria	
Ineffective	▪ The design of controls overall, is ineffective in addressing key causes and/or consequences. ▪ Documentation and/or communication of the controls does not exist (e.g. policies, procedures, etc.). ▪ The controls are not in operation or have not yet been implemented.
Needs Improvement	▪ The design of controls only partially addresses key causes and/or consequences. ▪ Documentation and/or communication of the controls (e.g. policies, procedures, etc.) are incomplete, unclear or inconsistent. ▪ The controls are not operating consistently and/or effectively and have not been implemented in full.
Acceptable	▪ The design of controls is largely adequate and effective in addressing key causes and/or consequences. ▪ The controls (e.g. policies, procedures, etc.) have been formally documented but not proactively communicated to relevant stakeholders. ▪ The controls are largely operating in a satisfactory manner and are providing some level of assurance.
Effective	▪ The design of controls is adequate and effective in addressing the key causes and/or consequences. ▪ The controls (e.g. policies, procedures, etc.) have been formally documented and proactively communicated to relevant stakeholders. ▪ The controls overall, are operating effectively so as to manage the risk.

Acceptability Chart: Used to decide whether the risk is acceptable of requires further action

High = Tolerable **(must have Director support / Board oversight)**	Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balanced against the risk. **Escalation of this level of risk to Director level should occur and reported through to the Board**
Medium = Tolerable **(with frequent risk owner review)**	Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.
Low = Acceptable **(with periodic review)**	Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.

4.3 Emergency and Critical Incident Preparedness

Emergency procedures documented for preventing and mitigating the associated illness and injury. SWCC will review, and then revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of incidents or emergency situations.

Relevant Policies and Procedures Include:

- *Critical and Emergency Incidents Policy;*
- *Suicide and Self-Harm Response Procedure;*
- *Evacuation Drills.*

4.4 Contractor Management

It is important that Contractors and their employee do not pose a risk to health, safety, and the environment to SWCC staff, students and our workplace and workers.

Key focus areas include:

- Contractors signing in and signing out at a controlled reception;
- Site inductions;
- Attending outside of school hours wherever possible unless it is an emergency or services relate directly to students;
- Having appropriate licences and certifications e.g. Working with Children Checks if deemed necessary at the discretion of SWCC Management.
- Job Safety Analysis (JSA's) and Safe Work Method Statements (SWMS) provided for high-risk work which will be requested at the discretion of SWCC Management.

Relevant Policies and Procedures include:

- *Contractors Policy*
- *Contractors Induction Checklist*

4.5 Manual Handling

Manual handing and lifting is responsible for nearly one quarter of all accidents in the work place.

To reduce manual handling injuries in the workplace, workers should assess the size, shape and weight of the load to be moved and consider if a multiple person lift or mechanical lifting aid is required and should not lift or move anything they do not feel comfortable with.

If a staff member is not confident with lifting or moving an object, they should not undertake it and refer to their manager for further guidance and support.

Relevant Policies and Procedures include:

- *Manual Handling Procedure*

4.6 Building and Maintenance

SWCC makes every effort to minimise risks associated with the work area not being kept up to standard. Regular inspections of the workplace will be undertaken.

All staff have a duty to ensure classrooms and common areas are kept neat and tidy which includes ensuring there are no trip hazards from electrical cables or other property and ensuring there is 'no piggy backing' of electrical equipment.

Relevant Policies and Procedures include:

- *Building and Maintenance Policy;*
- *Building and Maintenance Checklist.*

4.7 Chemical Management

All chemicals have the potential to cause harm if not managed appropriately. SWCC takes all steps necessary to ensure Workers and Visitors in the workplace are not adversely affected by chemicals or hazardous substances.

SWCC will ensure all chemicals are approved and documented in the Chemical Register. Any chemicals which are Hazardous Substances (in accordance with the SDS) will be assessed and appropriate controls applied.

Relevant Policies and Procedures include:

- *Hazardous Chemicals Risk Assessment*
- *Hazardous Chemical Substance Register*
- *Hazardous Chemicals Safe Operating Procedure*

4.8 Use of Power Tools

SWCC will ensure appropriate supervision of students and that staff and students that use power tools have necessary skills. Appropriate PPE will be worn when operating and tools will be locked up and not left unattended when not in use.

Relevant Policies and Procedures include:

- *Circular Saw Standard Operating Procedure.*

4.9 Fitness for Work

"Fitness for work" is defined as being in a physical, mental (psychological) and emotional state which enables an individual to competently carry out allocated work activities without compromising the safety and health of themselves or others.

SWCC aims to provide a safe workplace and system of work for all persons within the workplace. This includes taking reasonable precautions to ensure all individuals are in a fit state to work. Employees have a similar obligation to ensure they maintain themselves in a fit state to work whenever in the workplace, so as to not endanger themselves or others.

To fulfil this commitment, SWCC will:

- Educate all Workers on their fitness for work responsibilities;
- Provide the Staff Code of Conduct that sets out minimum expectations and assistance through education and other support measures such as EAP's.

Relevant Policies and Procedures include:

- *Staff Code of Conduct;*
- *Staff Handbook;*
- *EAP access.*

4.10 Measurement and Evaluation

SWCC has established and maintains a process to manage and review characteristics of its operations and activities that can or have caused illness and injury and take steps to make improvements in it's WHS Systems.

This includes:

- Incidents (General) or near misses (in addition to Critical Incidents) are logged in Employment Hero within 24 hours and are reviewed on a regular basis to look for common causes and improvement opportunities;
- External reporting including Mandatory Reporting, Reportable Conduct and Reportable Incidents;
- Campus meetings;
- Executive meetings;
- WHS Board Reporting;
- Reviews of Critical Incidents;
- Risk Assessments and maintaining the Risk Register;
- Audits;
- Building Inspections.

4.11 Induction, Training and Competency

SWCC in consultation with Employees will identify training needs in relation to performing work activities competently, including WHS training.

Training includes staff and workers being aware and complying with this WHS Manual and relevant policies and procedures. This includes having this information provided at Induction.

4.12 Consultation and Communication

SWCC values and encourages Worker involvement and consultation in WHS issues. Information regarding the arrangements is made available to interested parties.

All policies and procedures related to WHS are available for staff to provide feedback and highlight areas for improvement or ask questions.

Workers are also encouraged to highlight any risk or hazards they see in the workplace and if they cannot mitigate safely escalate to their line manager or another appropriate person.

Workers will also be able to select those who will represent them on WHS matters and be informed as to who is/are their WHS representative(s). Those representing the Workers and employer shall receive appropriate training to undertake effectively their involvement in the development, implementation and review of WHS arrangements.

4.13 Documentation & Data Control

SWCC will document and maintain information in a way such as in print or electronic form. The documentation structure of SWCC WHS System is outlined below:

- Archived policies and procedures – 7 years;
- Training records – 7 years or the duration of the person's employment;
- Work Health & Safety meeting records – 3 years;
- Incident & Investigation reports – 7 years;
- Work Health and safety management system audit reports – 7 years
- Documents relating to notifiable incident Work Health & Safety Management Manual – 2 years
- Hazardous substances risk assessments that give to occupational hygiene monitoring;
- Health monitoring – 40 years.

5 References

- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022
- Workers Compensation and Injury Management Act 1981 (WA)
- Workers Compensation and Injury Management Regulations 1982 (WA)

6 Review Date

Subject to ongoing review and updates inline with change of legislation or other policy reviews and updates.

Date	New, Material, Minor, Review	Approval
March 2023	New	Executive March 2023, Board Endorsement April 2023.
April 2024	Minor	Executive

Appendix 1

Bunbury Regional Community College Organisational Chart

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