



Work, Health and Safety

Regulation	Work, Health and Safety Act 2011
Policy	<p>POLLARD ENGLISH LANGUAGE CENTRE has in place policies and procedures to ensure that staff, students, visitors and guests are provided with a safe environment in accordance with the Work Health and Safety Act (2011).</p> <p>This policy applies to all employees, students and contractors. On entering the workplace of POLLARD ENGLISH visitors, clients and customers will be required to comply with this policy.</p> <p>Management are held accountable for their performance in managing Work Health and Safety in areas under their control.</p> <p>It is Pollard English Language Centre's policy that with the allocation of resources a high priority should be given to items with significant WHS implications.</p> <p>WHS issues must be included in the meeting agendas at regular intervals and agenda items tabled in meeting minutes.</p> <p>While the DIRECTOR has the final responsibility for the WHS of staff at Pollard English Language Centre, all managers are responsible for planning, implementing and maintaining WHS standards and practices in all areas and activities under their control.</p>
Procedure	<p>All staff are responsible for enacting this policy and it is their responsibility to safeguard the welfare of, and to provide a healthy and safe environment for fellow staff members, students, visitors and contractors and to ensure that the standards and practices adopted conform to statutory requirements.</p> <p>Management should:</p> <ul style="list-style-type: none">• Lead by example in relation to work health and safety standards and awareness.• Appoint appropriately trained emergency personnel.• Address health and safety issues raised.• Ensure that all staff, students, visitors and contractors receive a safety induction that includes information pertaining to emergency response procedures and personnel.• Ensure that all staff, students, visitors and contractors receive pertinent information, instruction and training necessary for them to perform work safely.• Ensure that adequate emergency equipment is provided and properly maintained, that regular training in the use of the equipment is carried out and that at least two emergency evacuation exercises per annum take place.• Completed random WHS audits at least quarterly.• Complete full site WHS audits annually. <p>Managers have a particular responsibility for ensuring that the work for which they are responsible is carried out in ways which safeguard the work, health and safety of staff, students in their charge and contractors.</p>

	<p>While responsibility for work health and safety at POLLARD ENGLISH is a prime function of all levels of management, each member of staff has an overriding moral and legal responsibility for ensuring that his or her own work environment is conducive to good work health and safety by:</p> <p>Safety Officers</p> <p>Management is responsible for appointing a suitable safety officer for the areas under their control. The safety officer is deemed to be the employer’s representative (as required by the WHS Act) at the local level. Safety Officers should be free to devote as much time as necessary to work health and safety matters. All staff should have direct access to their safety officer.</p> <p>The main role of a safety officer is to act as a local point for all work health and safety matters arising at the particular location.</p> <p>All accidents or near occurrences must be reported. An Incident Report Form must be completed and submitted to the DIRECTOR in the case of an injury or near miss occurring. Any staff member or student can complete this form.</p>
Reviewed	Annually
Version	0.1