



# **Occupational Health & Safety Policy & Procedures As At April 2010**

**Private and Confidential**

## 1.0 Policy Statement

- 1.1 Performance English is dedicated to ensuring a safe and healthy work and learning environment in accordance with legislative requirements.
- 1.2 This policy applies to all staff, students and visitors of Performance English, including staff working off site.
- 1.3 Performance English is committed to regular OH&S consultation with staff to facilitate the highest quality of OH&S management.
- 1.4 All personnel, including contractors are to receive information about the policy at their induction and are provided with a written copy after annual revisions.
- 1.5 The OH&S Policy Statement is displayed at our Head Office and is accessible on the server under "RTO Policies and Procedures". There is also a copy available in the Policies and Procedures Manual.
- 1.6 This policy is in accordance with relevant legislation:
  - Occupational Health and Safety (NSW) Act 2000
  - Occupational Health and Safety (NSW) Regulations 2001
  - Workplace Compensation (NSW) Act 1987
  - OH&S Consultation Code of Practice
- 1.7 Where relevant this policy should be read in conjunction with the Critical Incident Policy and Procedures.
- 1.8 This policy will be reviewed annually by the CEO and Manager of Operations in consultation with staff.

## 2.0 Consultation Procedures

- 2.1 As the OH&S representative at Performance English, the Manager of Operations will receive appropriate training so as to perform the required OH&S duties.
- 2.2 The Manager of Operations will consult with staff regarding OH&S issues and where changes affecting their health and safety are proposed
- 2.3 Consultation will take place at general staff meetings or at specific OH&S meetings.

- 2.4 Performance English recognises the rights of staff to freely raise issues and express their opinions or concerns.
- 2.5 The Manager of Operations will ensure that OH&S information is provided to staff at meetings and also displayed at Head Office.

## 3. Procedure

- 3.1 This procedure documents the OH&S responsibilities applicable to different staff members.
- 3.2 The Manager of Operations and CEO will formally approve the Occupational Health and Safety Policy & Procedures.
- 3.3 The Manager of Operations will:
  - Monitor overall organisational health and safety performance.
  - Undergo relevant training to ensure that their duties are performed according to legislative requirements.
  - Ensure that OH&S responsibilities are clearly defined within Performance English and that all appropriate personnel have the training and resources to carry out their responsibilities with competence and confidence.
  - Consult with management and staff on an ongoing basis to review health and safety performance and participate in the resolution of safety issues.
  - Take action to implement and document any changes to the OH&S policy and update records accordingly.
  - Ensure that all staff are aware of changes to policy and have easy access to updates.
  - Ensure organisational compliance with health and safety legislation.
- 3.4 All staff will:
  - Have a duty to maintain a working and learning environment that is healthy and safe.
  - Demonstrate a commitment to improving health and safety through participation in training and consultation where required.
  - Take reasonable care to ensure a healthy and safe working environment for themselves and their students.
- 3.5 All students (defined as visitors under the OH&S Act) will:
  - Take reasonable care to ensure safe and healthy learning conditions for themselves and those around them.

- Comply with safe learning procedures in accordance with instructions.
- Must report any conditions they deem to be unsafe or unhealthy by completing the OH&S Incident Form and handing it in to the Manager of Operations.

## 4.0 Review

- 4.1 This policy will be reviewed annually or immediately where significant new information or legislative changes occur.
- 4.2 The Manager of Operations will update all policy documents to reflect change and notify all staff via the distribution of hard copies and through display on the company server.