



# Edinburgh College

## Work, Health, Safety and Welfare Policy

### Document History

This policy is to be ratified by the School Council on Feb 2017

The life cycle of this policy is three years. It will be reviewed in 2020

## ***Rationale***

Edinburgh College owes all students a duty of care by taking reasonable measures to protect them from risks of injury that should have been reasonably foreseen.

Edinburgh College owes a duty to take reasonable care that any student (or other person) on the premises will not be injured or damaged by reason of the state of the premises or things done or omitted to be done in relation to the state of the premises.

Edinburgh College is committed to providing a safe and healthful environment for its students, employees and members of the public who may visit the college grounds. Statutory requirements are considered a minimum standard. The aim is to provide the highest practical standard of health, safety and welfare through a process of continual evaluation and improvement.

## ***Aims***

The Adventist Schools Victoria (ASV) and Edinburgh College Council should ensure:

- Compliance with all applicable government requirements;
- Hazards on college property are identified and appropriate controls implemented;
- Policies and procedures are developed to safeguard the health and safety of students, employees and others at all college associated activities, whether on or off the campus;
- Students and staff are provided with all necessary information, training and supervision to ensure their health and safety;
- Where necessary, personal protective equipment is provided.

The **Work Health and Safety Coordinator**, in consultation with the Principal, should:

- Provide all relevant health and safety information to staff by way of instruction;
- Foster a positive approach to health and safety among teachers and students;
- Ensure regular health and safety inspections of the college are conducted and that consultation occurs with the college staff on matters of health, safety and welfare;
- Ensure that unsafe conditions and practices are rectified within a suitable timeframe.

**Staff** should ensure that they are:

- Following safe work practices at all times ensuring all safety equipment provided is used correctly and whenever necessary;
- Reporting or correcting any unsafe equipment, condition or practice in the most appropriate way.

**Students** should understand they are:

- To obey all rules and instructions given in the interests of health, safety and welfare;
- To report any unsafe equipment or conditions to a teacher.

*This policy must be used in conjunction with the College's Student Welfare and Duty of Care policies.*