Statement

National Work Health and Safety (WHS) legislation including WHS Regulations and WHS Codes of Practice came into effect on 1 January, 2013. The WHS legislation is applicable to the College. This policy statement details the expectations for the provision of a healthy and safe work environment for all involved with the College.

Definition

MacKillop Perspective

The wellbeing of those who enter the MacKillop Catholic College campus, and those involved in college-related operations off-campus, are a major consideration in all that we do. So far as reasonably practicable, MacKillop Catholic College is committed to ensuring the health and safety of all employees, students, and other persons who are legally present on the MacKillop Catholic College campus.

MacKillop Vision for WHS

To enable all activities to occur safely thereby minimising the limitations on experiences offered to students. That is, to build a safety culture where activities can happen. To do this so far as reasonably practicable, we will identify, analyse, manage and minimise risks to students and staff so that activities can proceed to optimise rich experiences for our students on and off campus.

Guidelines

WHS requirements and expectations for all staff at MacKillop

As a staff member at MacKillop the following expectations apply and are to be considered legal requirements:

- take reasonable care for your own safety;
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- co-operate with any reasonable policy or procedure of MacKillop Catholic College in relation to health or safety at the workplace;
- attend and participate in any training or in-service seminars arranged by MacKillop Catholic College to support WHS objectives;
- engage openly with MacKillop Catholic College personnel in any consultation on WHS issues, or information brought to their attention, to assist MacKillop Catholic College to meet its obligations under the Act;
- assist with the completion of safety checks and WHS checklists as required, and
- report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work.

Reporting Safety Incidents, Hazards and Near Misses

Reporting of accidents, safety incidents, hazards and near misses has nothing to do with blame and everything to do with creating a safer environment.

We are a Senior Secondary College with over 540 students; accidents and incidents will inevitably occur. Our preparedness and rapidity of response are what counts.
All incidents are mapped to a database both as a legal requirement and to provide data on trend analysis and areas for improvement.

Copies of the incident report and hazard report can be found at at staffshared/departments/DEPT Safety@MacKillop 2015. Latest versions as PDF will also be emailed to you each term for upload to your iPad.

**When should I fill out an accident or incident report?**

- When any College property or environmental damage occurs.
- All head, face and neck issues requiring first aid treatment (except bandaids).
- All injuries to other areas of the body if you have recommended, suspected or know external medical advice will be sought as a follow up.
- Any treatment for loss of consciousness (including fainting).
- Any injury (or near miss) caused by a failure of a process. For example someone is hurt (or nearly hurt) who acted as instructed, yet was still injured (or nearly injured).
- Any injury (or near miss) observed that could have been avoided. For example a trip hazard.

**WorkSafe Standards Tasmania**

More serious incidents and accidents (on or off campus) may be deemed “notifiable” and need to be reported to WorkSafe Standards Tasmania. Please advise Admin at MacKillop as soon as possible if you think this may be the case. Serious incidents can include but are not limited to lacerations, burns, head trauma or broken bones.

**Emergency Procedures**

MacKillop has the following emergency procedures:

- Emergency Evacuation Plan;
- Emergency Lockdown Procedure;
- Threat (Bomb) Procedure;
- Critical Incident and Emergency Management Plan (copies with members of the Leadership Team) and;
- Intruder Alert Procedure.

Copies of these procedures can be found at: staffshared/departments/EMERGENCY @ MacKillop 2015. Latest versions as PDF will be emailed to you each term for upload to your iPad.

**Essential Health and Safety Checks and WHS Checklists**

The Development Officer will conduct essential health and safety checks across the campus at least once per term as a minimum but generally more often.

Heads of Department and other senior staff will complete WHS checklists pertaining to their area of responsibility at various times during the academic year.

Staff may be requested to assist in the completion of WHS checklists at various times during the academic year.

**Risk Management and Risk Registers**

MacKillop runs a range of general and specific risk and compliance registers which are managed by the WHS Committee.

**WHS Annual Plan**
MacKillop has a current WHS policy (number 7) and a detailed WHS annual plan for implementation to comply with the requirements of the WHS legislation, WHS regulations and WHS codes of practice.

**WHS Committee and WHS Reporting**

Our WHS Committee meets formally at least once per term. Membership includes the Principal, Business Manager, Development Officer and Health and Safety Representative.

Reports are produced and presented at every Board and Governing Council Meeting.

**Further information**

For any further information or assistance please don’t hesitate to contact the Development Officer in the first instance.