

Workplace Health and Safety Policy

Fact box

- **Policy owner:** Health and Safety Committee Chair
- **Policy category:** Management: WHS
- **Policy status:** Approved
- **Approval body:** Executive
- **Endorsement body:** Executive
- **Related policies:**
 - [Child and Young Person Protection Policy](#)
 - [Critical Incident Management Policy](#)
 - [Executive Terms of Reference Policy](#)
 - [First Aid Policy](#)
 - [Harassment, Bullying and Unlawful Discrimination Prevention and Response Policy](#)
 - [Support for Students Policy](#)
- **Last amended:** 20th Dec. 2022
- **Relevant HESF:**

Purpose

This policy outlines how Alphacrucis University College (AC) aims to provide a safe and healthy working and learning environment for all employees, students, volunteers, site visitors and tenants. This also includes ensuring workplace health and safety in facilities and venues for fieldwork, professional experience and work placement.

Scope

All staff, students and tenants
All delivery sites

Policy

AC recognises its moral and legal responsibility to provide a safe and healthy work environment for staff, students, volunteers, site visitors and tenants and will endeavour to ensure they do nothing to place themselves or the local community at risk of injury or illness.

AC is responsible for:

- providing safe buildings, plant and systems of work;
- ensuring compliance with legislative requirements and standards, including the Work Health and Safety Act 2011;

- ensuring compliance with the AC Workplace Health and Safety framework;
- providing staff, contractors, volunteers and students with information, instruction, training and supervision for their safety, in accordance with the AC Workplace Health and Safety framework.

All staff, students, volunteers and site visitors are responsible for:

- adhering to the AC Workplace Health and Safety framework;
- reporting all hazards identified to the WHS Officer;
- complying with lawful instructions;
- not behaving in a wilful and reckless manner.

Workplace Health and Safety Committee

The Workplace Health and Safety Committee terms of reference can be found in the [Executive Terms of Reference Policy](#).

Responsible for implementation

Vice President Operations

Key stakeholders

All staff and students

Procedures

Workplace Health and Safety Procedures

Workplace Health and Safety procedures will be implemented by the Workplace Health and Safety Committee. These procedures include five key steps:

1. Identify the hazard – find out what could cause harm or endanger safety;
2. Assess risks – understand the nature of the harm that could be caused, how serious and the likelihood of occurrence;
3. Control risks – implement the most effective and practical control measure;
4. Review the control measures – ensure controls are working as planned;
5. Record all measures taken in the management process, including:
 - information about the threat or hazard;
 - assessment of associated risks;

- decisions on control measures;
 - implementation of control measures;
 - evidence of monitoring and review.
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