

WHS Policy

Purpose:

This policy establishes an effective, accountable and transparent framework for managing Work Health and Safety responsibilities and ensures compliance with the Work Health and Safety Act 2011.

Principles:

Council takes very seriously its duty of care towards its staff and the public, and recognises its duty to comply with all relevant legislation related to ensuring the health and safety of persons, both council staff and the general community, and the protection of property.

- The WHS Policy will clearly state the roles and responsibilities of workers and the employer.
- The policy will be accessible to all workers.
- This policy supports the implementation of a safety management system.

Scope:

This policy applies to all JCUSA Councillors, all workers (including contractors and volunteers) as well as students, JCU staff, visitors, members of the public and JCUSA Clubs and Societies affiliated members.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

Policy Statement:

JCUSA is committed to providing and maintaining a safe and healthy workplace and hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. To do this effectively the employer and the workers must follow approved policies, procedures and instructions pertaining to work health and safety and act in accordance with their responsibilities.

Responsibilities:

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management, which is the JCUSA Council. Workers also have important responsibilities for health and safety in the workplace.

JCUSA Council has ultimate responsibility for all workers to comply with approved policies, procedures, safe work procedures that

- support and align with current legislation, regulations and codes of practice;
- are implemented and monitored; and
- are reviewed to evaluate the continuing effectiveness and currency.

Definitions:

Codes of Practice	<p>A code of practice provides practical guidance for people who have work health and safety duties. These codes give guidance on:</p> <ul style="list-style-type: none"> • how to achieve the standards required under the Act; and • effective ways to identify and manage risks. <p>A code of practice applies to anyone who has a duty of care in the circumstances described in the code. In most cases, following an approved code of practice would achieve compliance with the health and safety duties in the Act, in relation to the subject matter of the code.</p>
Hazard	<p>A situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.</p>
Risk	<p>The possibility harm (death, injury or illness) might occur when exposed to a hazard.</p>
Safe Work Procedure	<p>A means of briefly documenting the risks associated with a work task and incorporating appropriate controls into a sequence of steps for doing the task safely.</p>
Work Related Incident	<p>A work-related incident is finite and often isolated event which may cause injury, illness, property or environmental damage or some combination of all four in varying degrees from insignificant to catastrophic consequences but is managed during the normal course of operations and within normal reporting lines, processes and procedures.</p> <p>A work-related incident can be:</p> <ul style="list-style-type: none"> • a work-related incident resulting in injury or illness • equipment failure, or 'a near miss' when there is potential for an injury or damage to property; the incident report serves as a record for future reference should there be any subsequent complication, e.g. delayed health effects, which may require the report as a factual base
Workers	<p>Any person who carries out work for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer</p>
Workplace	<p>Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water.</p>

Acronyms

JCUSA	James Cook University Student Association
WHS	Workplace Health and Safety

Policy:

JCUSA are committed to complying with the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, Codes of Practice and other safety guidance material.

Management will:

- Ensure the business complies with all legislation relating to health and safety;
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- Provide information, instruction and training to enable all workers to work safely;
- Supervise workers to ensure work activities are performed safely;
- Consult with and involve workers on matters relating to health, safety and wellbeing;
- Document workers responsibilities to health and safety in position descriptions and letters of offer for employment;
- Lead by example and role model their serious commitment to their own and others health and safety;
- Promote safety as a high priority;
- Involve all workers in safety initiatives;
- Allocate time and money to meet safety responsibilities;
- Provide appropriate safety equipment and personal protective equipment; and
- Provide a suitable injury management and return to work program.

Workers will:

- Take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- Follow safe work procedures, instructions and rules;
- Participate in safety training;
- Report work related incidents and hazards;
- Implemented risk control measures within their control to prevent injuries or illnesses;
- Report all injuries and incidents; and
- Use safety equipment and personal protective equipment as instructed.

Related Legislation and Documents:

Internal governance

- JCUSA Integrated Safety Management System
- JCUSA Constitution and Regulations

Policies

- POL004 Smoke Free Workplace Policy
- POL005 Plant and Equipment Policy

- POL006 Safe Work Procedures Policy
- POL007 Hazardous Chemicals Policy
- POL008 Animals in the Workplace Policy
- POL009 Cleaning Policy
- POL010 Consultation and Participation Policy
- POL011 Discrimination, Harassment and Workplace Bullying Policy
- POL012 Document Records Management Policy
- POL013 Drug and Alcohol Policy
- POL014 Falling Objects Policy
- POL015 Financial Budget to Meet Safety Responsibilities Policy
- POL016 Fatigue Management
- POL017 First Aid Policy
- POL018 General Working Environment
- POL019 Emergency Preparedness Policy
- POL020 Health and Wellbeing Policy
- POL021 Hazardous Work Policy
- POL022 Incident Reporting Policy
- POL023 Induction Policy
- POL024 Notifiable Incidents Policy
- POL025 Outdoor Work Policy
- POL026 Personal Protective Equipment Policy
- POL027 Risk Management Policy
- POL028 Risk Assessment Policy
- POL029 Return to Work and Workers Compensation Policy
- POL030 Safe Food Handling Policy
- POL031 Children in the Workplace Policy
- POL032 Safety Data Sheets Policy
- POL033 Storage of Flammable or Combustible Substances
- POL034 Training and Supervision Policy
- POL035 Workplace Inspections Policy
- POL036 Workplace Safety Policy
- POL037 Workstation Ergonomics Policy
- POL038 Driving and Vehicles Policy
- POL039 Volunteers Policy
- POL040 Electrical Safety Policy
- POL048 Clubs and Societies Policy
- POL090 Water Based Activities Policy
- POL098 Clubs and Societies Induction Policy

Legislation and Codes of Practice

- Fair Work Act 2009 (FW Act) (CLTH)
- Fair Work Regulations 2009 (CLTH)

- Safety in Recreational Water Activities Act 2011 (QLD)
- Work Health Safety Act 2011 (QLD)
- WHS Regulation 2011 (QLD)
- Queensland Government, Work Safe, Code of Practices:
 - First Aid in the Workplace 2021
 - Hazardous Manual Tasks 2021
 - How to Manage Work Health and Safety Risks 2021
 - Managing Electrical Risks in the Workplace 2021
 - Managing Noise and Preventing Hearing Loss at Work 2021
 - Managing Risk of Hazardous Chemicals in the Workplace 2021
 - Managing Risks of Plant in the Workplace 2021
 - Managing the Work Environment and Facilities 2021
 - Work Health and Safety Consultation, Co-operation and Co-ordination 2021

Procedures

- PRO002 Consultation and Participation Procedure
- PRO003 Discrimination, Harassment and Workplace Bullying Policy
- PRO004 Driving and Vehicles Procedure
- PRO005 Drug and Alcohol Procedure
- PRO006 Document Records Management Procedure
- PRO007 Fatigue Management Procedure
- PRO008 Financial Budget to Meet Safety Responsibilities Procedure
- PRO009 First Aid Procedure
- PRO010 Hazardous Chemicals Procedure
- PRO011 Health and Wellbeing Procedure
- PRO012 Hazardous Work Procedure
- PRO013 Incident and Notifiable Incident Reporting Procedure
- PRO014 Induction Procedure
- PRO015 Outdoor Work Procedure
- PRO016 Personal Protective Equipment Procedure
- PRO017 Plant and Equipment Procedure
- PRO018 Risk Management Procedure
- PRO019 Risk Assessment Procedure
- PRO020 Return to Work and Workers Compensation Procedure
- PRO021 Safe Work Procedures
- PRO022 Safety Data Sheets Procedure
- PRO023 Storage of Flammable or Combustible Substances Procedure
- PRO024 Training and Supervision Procedure
- PRO025 Workplace Inspections Procedure
- PRO026 Workstation Ergonomics Procedure
- PRO027 Test and Tag Procedure

Administration

Note: Printed copies of this policy are uncontrolled and currency can only be assumed at the time of printing.

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