

Work, Health and Safety Policy and Procedure

Policy Owner	Principal Executive Officer		
Document Management	Compliance Manager		
Department	Executive Management		
Date Approved	February 2023		
File Name	HRP12 Work, Health and Safety Policy	Version	2.0
Last update	14/02/2023		
Revision Date	13/02/2024		

The Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 describes Sydney City College of Management duty of care to provide a safe and healthy working environment for all employees, and the employee's duty of care to take reasonable care for the health and safety of others within the work place. This includes the provision of:

- a workplace that is safe to work in, with working procedures that are safe to use
- adequate staff training including topics such as safe work procedures
- properly maintained facilities and equipment
- a clean and suitably designed work place with the safe storage of goods such as chemicals

The following procedures and standards must be observed to achieve a safe working and learning environment:

- Maintain a safe, clean and efficient, working environment
- Implement procedures and practices, in a variety of situations, in accordance with State and Local Government Health regulations
- Store and dispose of waste according to health regulations
- Clean walls, floor and working surfaces to meet health and safety standards without causing damage
- Check all equipment for maintenance requirements
- Refer equipment for repair as required
- Store equipment safely
- Identify fire hazards and take precautions to prevent fire
- Safe lifting and carrying techniques maintained
- Ensure Participant safety at all times
- Ensure procedures for operator safety are followed at all times
- All unsafe situations recognised and reported
- Display first aid and safety procedures for all staff and participants to see,
- Report any identified Work Health and Safety hazard to the appropriate staff member as required.

This means that you will conduct yourself safely while on our premises, comply with our directives and not risk the health and wellbeing to any participants, staff member or members of the general public.

Policy Implementation Manager

- Operations Manager

© Sydney City College of Management Pty Ltd	RTO: 45203	CRICOS: 03620C	Date	Revision Date	Version	Page 2 of 2
File Name: HRP11 Work, Health and Safety Policy			Feb 2023	Feb 2024	2.0	