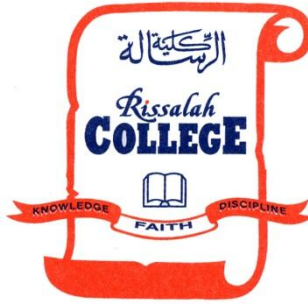


# RISSALAH COLLEGE



## OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES

(Updated and Revised 2008)

SECTION 1  
HEALTH AND SAFETY  
POLICY

# 1.1 OCCUPATIONAL HEALTH AND SAFETY POLICY

## ***General Policy***

This policy recognizes that the health and safety of all employees, students, contractors and other persons with a legal right to be on the premises of Rissalah College is the responsibility of the College Board. In fulfilling this responsibility, the principal has a duty to provide and maintain, so far as is practical, a working environment that is safe and without risk to health.

## ***Policy Aims***

To provide the staff and students with a safe, ordered, secure and caring environment which is conducive to working and learning.

To develop policies and procedures to prevent risk and secure a safe and happy working environment.

To provide information, education and the training necessary to ensure health and safety at work

## ***Management's Responsibility***

Recognising the hazards occurring in the education industry and the obligations placed upon the College Board by relevant Acts and Regulations, the Board has delegated to the College Principal the responsibility for the implementation and review of the College's OHS policy and procedures.

In fulfilling the sub policies in this document, the Principal and College management is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

## ***Specific Responsibilities***

### **a) Principal**

The Principal is required to ensure that this policy and the OHS Program is developed and effectively implemented and to support coordinators and hold them accountable for their specific responsibilities.

### **b) Coordinators**

Each coordinator is responsible, and will be held accountable, for taking all practicable measures to ensure:

- that in the area of their control the OHS Program is complied with and employees are supervised and trained to meet their requirements under this Program.
- that employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management.

### **c) Employees**

All employees are required to cooperate with the OHS Policy and Programs to ensure the health and safety of themselves and others.

### **d) Contractors and Sub-Contractors**

All Contractors and Sub-Contractors engaged to perform work at Rissalah College (or its premises) are required, as part of their contract, to comply with the OHS policies, procedures and programs of the organisation and to observe directions on health and safety from designated officers of Rissalah College. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

## ***Occupational health & safety program***

In order to implement the general provisions of this policy, a program of activities and procedures has been set up, continually implemented, will be continually updated and effectively carried out. The program relates to all aspects of OHS including:

- OHS training and education;
- Work design, workplace design and standard work methods;
- Changes to work methods and practice; including those associated with technological change;
- Emergency procedures and drills;
- Provision of OHS equipment, services and facilities;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses; and;
- Provision of information to employees, contractors and sub-contractors.

**Date of Completion:** June 2007

**Date of adoption:** A working document for 6 months

**Date of effective implementation:** June 2007

**Date of revision:** February 2008

**Timeline for continued development:** The Rissalah College Management system will monitor the use of this policy and will ensure that it is reviewed by 2008.