

WHS IMPLEMENTATION PLAN

Reference document:	<i>WHS consultation statement SSCL</i>
Policy document:	<i><u>Health and safety (nsw.gov.au)</u></i>
Implementation documents:	<i><u>Safe, Healthy and Productive Workplaces Strategy (nsw.gov.au)</u></i>
Updated:	<i><u>Planning and audit (nsw.gov.au)</u> 21/12/2021</i>

Commitment

The Secondary College of Languages is committed to cultivating a strong culture where health, safety and wellbeing is valued can only be achieved with the participation and cooperation of all employees and others undertaking work, such as volunteers and contractors, in adopting these core safety values and applying them in the workplace. Leading safety in this way will underpin safe behaviour and influence actions and decisions across the college.

Values

SCL safety values are:

- that people are our most valuable asset and is committed to do what is reasonably practicable to ensure the health, safety and wellbeing of everyone in the workplace;
- to strive to provide safe working and learning environments where all work-related injuries, illnesses and health conditions can be prevented, and an incident-free working and learning environment is vigorously pursued;
- that everyone is responsible and accountable for their own safety and that of others;
- that communication, consultation and cooperation are central to working together for safer workplaces;
- to strive to provide a safe working and learning environment where employees with an injury, illness or health condition will make a timely, safe and durable return to work with organisational support where reasonably practicable; and
- to achieve a safer and healthier workplace through a systematic approach to safety management.

Workplace leaders will engage in:



WHS Planning

Step	Some key points
Inform all employees and others undertaking work of their safety responsibilities	<ul style="list-style-type: none"> • Expect all employees and others undertaking work to be alert to safety matters. • Place safety on all meeting agendas. • Involve employees and others undertaking work in discussions on safety matters.
Communicate with employees	<ul style="list-style-type: none"> • Communicate with employees, provide information and inform employees of local safety plans and Procedures. • Listen to employee issues.
Establish consultation arrangements	<ul style="list-style-type: none"> • Involve employees and others undertaking work to determine effective arrangements for local consultation. • Know what the issues are and work with employees and others undertaking work to solve them.
Place importance on incident reporting	<ul style="list-style-type: none"> • Early reporting facilitates the provision of support. • Provide details to employees of the Incident Report and Support Hotline 1800 811 523. • Investigation of incidents and management of risks to prevent similar incidents occurring again. • Early reporting for incidents involving employees ensures that support is provided to assist the employees in their return to work.
Establish a system for identifying and reporting hazards	<ul style="list-style-type: none"> • Identify hazards in the workplace and potential risks associated with those hazards. • Take account of previous incidents or near misses. • Establish hazard reporting procedures. • Conduct regular workplace inspections.

Step	Some key points
Assess and manage risks	<ul style="list-style-type: none"> Consult with employees and others undertaking work. Assess risks to health and safety and establish a priority order for dealing with them. Determine elimination or control strategies. Intervene and act when issues emerge. Monitor and review risk assessments and control strategies and ensure safety procedures are being followed.
Establish training programs and provide supervision <i>Note: With support from Head Office</i>	<ul style="list-style-type: none"> Undertake a training needs analysis, consider the knowledge and skills employees and others undertaking work require to work safely. Develop training plans that address employee needs and HS requirements. Keep records of training. Provide adequate supervision and instruction in safe systems of work to employees, others undertaking work and students.
Conduct an WHS review	<ul style="list-style-type: none"> Use the WHS self-assessment tool to determine gaps and weaknesses. Develop a plan to address key areas of need in priority order.
Seek assistance	<ul style="list-style-type: none"> Support is available to assist workplace managers. The HS Directorate's Intranet contains resources, tools and contact lists (state and regional) to assist with specific health and safety issues that may arise in the workplace.

Implementation

Informal agreed procedures must be implemented consistently across all campuses. All staff new to the DoE must complete WHS Induction as part of their mandatory training.

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Signed: 	
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