

Policy Owner	College Director and Principal
Contact Officer:	Work Health & Safety Representative
Policy Number:	QHRPO002
Approved by:	College Leadership Team
Date Approved:	March 2010
Last Reviewed:	August 2019
Related Documents:	Curtin University Health and Safety Policy Curtin College Health & Safety Process Critical Incident Management Process Incident Management Contacts Navitas Wellness, Health and Safety Policy Safety Induction Checklist

1. Overview

- 1.1. Curtin College, with the support of Curtin University, is committed to providing a healthy and safe workplace, eliminating or minimising any conditions or hazards that could result in work-related injury or ill health. Curtin College will do all that is reasonably practicable to ensure healthy and safe working practices including ongoing awareness raising, active reporting of hazards and incidents, continuous learning from experience and consultative decision making processes in managing risks.
- 1.2. This policy has been developed in accordance with requirements of the Western Australian Occupational Safety and Health Act (1984) and Occupational Safety and Health Regulations (1996). This policy meets the standards set out in the Navitas Work Health and Safety requirements.
- 1.3. This policy complements the Navitas Wellness, Health and Safety Policy available from the Navitas Policy Hub.

2. Organisational Scope

- 2.1. This policy applies to all Curtin College employees, students, contractors and visitors of Curtin College and any other locations where activities are undertaken by Curtin College representatives or on behalf of the College. This policy covers travel between work sites but does not cover normal commuting between home and the work site.

3. Policy Principles

- 3.1. Curtin College will work towards its health and safety goals through planning and undertaking positive action to prevent and minimise the potential for injury and harm to health at work.
- 3.2. Curtin College will review and improve its health and safety performance by review of quarterly health and safety reports and an annual health and safety plan.
- 3.3. Curtin College will communicate and cooperate with staff on health and safety matters concerning them to create appropriate and practical solutions.
- 3.4. Curtin College's health and safety performance is dependent on the commitment of all employees, students and visitors to actively participate and strive to achieve a safe and healthy working environment.

4. Accountability

- 4.1. Curtin College's Leadership Team is delegated primary legal responsibility for the College's overall health and safety performance. This includes providing leadership, direction, resources and support, to ensure that in consultation with employees, the workplace is safe and work related risks to health are minimised.

Health and Safety Policy

- 4.2. Curtin College will work closely with, and take direction from, Curtin University to ensure the College’s health and safety framework is in harmony with the umbrella framework provided by Curtin University.

Curtin College acknowledges use of Curtin University Health and Safety Policy in the development of this policy.

Version:	Last changes:
V2.2	<ul style="list-style-type: none"> • Item 1.3 added • Organisational scope updated • Senior Management Group replaced by College Leadership Team
V2.1	<ul style="list-style-type: none"> • Removed section 4 (procedures) and transferred to guidelines document