

5.04A

MERCY EDUCATION WORKPLACE HEALTH AND SAFETY POLICY

Introduction:

Mercy Education Limited (MEL) values its people and recognises that health and safety are integral to achieving excellent educational and work performance outcomes. MEL is legally and morally committed to providing employees, students, contractors, volunteers and visitors with a healthy and safe working and learning environment. MEL will, so far as is reasonably practicable, take action to improve and promote health, safety and wellbeing to prevent workplace injuries and illnesses at all MEL workplaces.

Purpose:

To inform employees, students, contractors, volunteers and visitors that Workplace Health and Safety (WHS) is an integral part of all operations at MEL workplaces.

Definition:

Workplace Health and Safety (WHS) is concerned with protecting the safety, health and welfare of employees, students, contractors, volunteers and visitors in all MEL workplaces. By law, both employers and employees are responsible for health and safety in the workplace.

Policy Coverage:

This Policy applies to all employees, students, contractors, volunteers and visitors in all MEL workplaces and activities and instances when performing work offsite.

Policy Statement:

- A01 Each MEL College and workplace will, as far is reasonably practicable, take steps to:
- Prevent injury and illness in the workplace
 - Consult with workers on health and safety issues
 - Achieve continuous improvement through the monitoring and review of measurable targets and objectives and the ongoing improvement of our Workplace Health and Safety Management System
 - Comply with relevant health and safety legislations
 - Allocate adequate resources to maintain a safe and healthy workplace.
- A02 Each MEL College and workplace will, as far is reasonably practicable meet their commitment to health and safety by:
- Identifying, assessing and controlling hazards and risks in the workplace
 - Providing safe systems of work and work equipment
 - Providing the necessary training and instruction for workers to perform tasks safely
 - Providing necessary and appropriate supervision to facilitate safe work
 - Reporting, recording and investigating all incidents as appropriate
 - Consulting with workers when devising and amending policies and procedures

- Communicating this policy to workers
- Regularly reviewing health and safety practices to ensure continuous improvement and effectiveness.

- A03 All MEL employees, visitors, volunteers and contractors are required to:
- Take reasonable care for their own health and safety and the health and safety of others including the safety of all students
 - Act in a manner that does not put themselves and others at risk
 - Report hazards and incidents
 - Participate in appropriate WHS training as required
 - Consult and cooperate with MEL on WHS matters including following MEL procedures and safety instructions

Related Documents:

Mercy Education Policy 6.09 – Child Protection

Review History:

| Version | Date Released | Next Review | Author | Authorised |
|----------------|----------------------|--------------------|---------------|-------------------|
| 1.0 | Sept 2017 | Mar 2020 | Katie Zhang | MEL Board |
| 2.0 | Mar 2020 | Mar 2023 | Katie Zhang | MEL Board |