

Health and Safety Policy and Procedures

Oxford House College (OHC) recognizes its obligations to as far as reasonably practicable, protect the health, safety and security of all individuals who are impacted by its activities.

Scope

This policy applies to all OHC staff and students and applies to activities that are under the management, control or influence OHC on and off-site.

Principles

OHC is committed to:

- compliance with all health and safety legislation, standards and other relevant regulatory requirements;
- defining and describing its health, safety and environment expectations, accountabilities, responsibilities, obligations and duties;
- eliminating and reducing work-related hazards, risks, injury and illness; and
- providing a sustainable work and study environment.

To this end, OHC will:

- Provide and maintain safe working environments that are fit for purpose, and practices that do not constitute risks to health, safety and welfare.
- Actively promote a positive health and safety culture through the development of good practice processes, practices and working systems.
- Train, advice and guide staff and students to be aware of their responsibilities and obligations in respect of health, safety and welfare matters.
- Establish procedures for monitoring compliance with the safety standards and maintain effective control of health and safety measures.
- Undertake audit activities to ensure the efficacy of procedures put in place to ensure the health, safety and welfare of its staff and students.

Procedures

- All staff are responsible for providing a safe campus environment with the Campus Director ultimately responsible, at campus level.
- The Campus Director is responsible for ensuring Health and Safety risk assessment on their campus location.

Identified issues

- Where issues are identified that may affect health and safety, where they can be easily resolved/ controlled, this should occur to mitigate risk to people so far as is reasonably practicable.
 - The Campus Director should be advised of the issue and the resolution or control put in place. The Campus Director is expected to maintain a register of health and safety issues which is presented to the Senior Management Group on a quarterly basis.

- Where a health and safety issue is more complicated requiring a formal risk assessment, refer to OHC's Risk Management Policy and Procedures for further guidance about OHC's risk management process. NOTE: if the health and safety issue is identified as a Critical Incident due to its severity, refer to the Critical Incident Policy.
 - Risk assessments will be undertaken by appropriately qualified people and findings and action items reported to the Campus Director for implementation.

Continuous Improvement

- OHC reviews its Health and Safety assessments annually or when a work activity changes, whichever happens sooner. This ensures that trends are identified to enable the implementation of improvements in OHC's health and safety management framework.

