



Health and Safety Policy (Staff and Student)

Version:	V 1.0	Approved By	Board
Approved Date:	09/08/2018	Review period	12 months
Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ Health and Safety Procedure ➤ Harassment and Bullying Policy and Procedure ➤ Human Resources Policy and Procedure 		
<p>Coleraine Share Trading Pty Ltd trading as Lyons College</p> <p>RTO Code: 21986 CRICOS Code 0378M ABN:64 132 773 249</p> <p>Phone: +61 3 8648 6610 Email: admin@lyons.edu.au Website: www.lyons.edu.au</p>			

Health and Safety Policy (Staff and Student)

Purpose

This Policy sets out how Lyons College will deal with the health and safety on campus.

Scope

This Policy applies to Lyons College students, staff, contractors and visitors.

Policy

Lyons College values the health and safety of its students, staff, contractors and visitors. Along with this, Lyons College acknowledges the obligation to protect the health and safety of anyone on campus or at a location controlled by Lyons College at all times.

Occupational health and safety laws, at the State and Federal level, also place a duty of care on Lyons College to ensure the health and safety of anyone on campus.

Ensuring health and safety is not just the responsibility of Lyons College, but must be shared with students, staff, contractors and visitors. Students, staff contractors and visitors are expected to take reasonable care for their own health and safety and refrain from actions which may put themselves or others at risk.

Lyons College will:

- Reduce health and safety risks through documented processes of hazard identification, assessment, implementation and review of controls
- Investigate all reported risks or incidents
- Ensure health and safety risks or incidents which are identified and reported are subject to a risk assessment evaluation in a timely manner
- Monitor, report and respond to any risks or incidents which have been investigated
- Ensure all staff receive health and safety training on induction
- Ensure that students are informed of health and safety requirements and obligations on orientation
- Inform students, staff, contractors and where practicable, visitors of any updates or changes to health and safety matters
- Ensure financial and physical resources are available to ensure effective health and safety measures are in place

Students, staff contractors and visitors are expected to:

- Act in a manner that does not put themselves or others at risk
- Report any issues which may be a health and safety risk in a timely manner
- Report any incidents where there has been injury to any person on campus immediately
- Report any alleged bullying, harassment or discrimination they are aware of