



Policy and Procedure for Workplace Health and Safety

Date Endorsed: 05/02/2025

Next Review: 20/01/2028

1 Objective

Central Regional TAFE (the College) recognises and accepts its statutory obligations under the Western Australia Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022. The College is committed to providing a safe and healthy environment for all staff members, students, volunteers, visitors, and contractors ensuring they are not exposed to hazards which may result in injury or harm to their health. The College is committed to maximising opportunities for continuous improvement and reviewing its safety performance. The safety and health of our students is our number one priority. We promote best practice in safety and health in all our activities so that students can carry out their studies in a safe and healthy environment.

2 Policy

This policy applies to all College staff members, students, and contractors, and all the College's workplaces and includes places where a staff member or student carries out work.

The Managing Director and Corporate Executive are responsible for providing, maintaining, and promoting a safe working environment to ensure staff members and students are not exposed to hazards. The College's WHS Committees, Health and Safety Representatives, Directors, Managers, supervisors, students and all staff members are the delegated authority to ensure the College's WHS programs, policies and procedures are followed.

The College's Directors, Managers, supervisors, Health and Safety Representatives and staff members will work together to improve the standards of workplace health and safety within the College. It is recognised that the objectives of this policy can best be achieved through effective communication, consultation, and cooperation between all levels of staff. This policy will be underpinned and supported with specific policies and procedures relating to workplace health and safety.

Workplace Health and Safety policies, procedures, guidelines, forms and checklists, are available online through the College's Workplace Health and Safety (WHS) webpage on the [CentraNET](#).

The [Workplace Health and Safety Policy Statement](#) is available on the College website and on the [CentraNET](#).

Additional information is available from the [WorkSafe](#) website.

3 Procedures

3.1 Person Conducting Business or Undertaking (PCBU)

A PCBU has a primary duty of care to ensure, as far as reasonably practicable, that the health and safety of workers and other persons is not put at risk whilst conducting their work or study at the College. Management will ensure this by:

- Implementing the Work Health and Safety Act 2020, together with Work Health and Safety (General) Regulations 2022 and associated delegated legislation and relevant Australian Standards, as the minimum acceptable level of safety.
- Improving the standards of safety and health in all work/student areas.

- Integrating WHS into all aspects of the workplace/college.
- Promoting communication about WHS as a normal component of all aspects of work.
- Planning, developing, implementing, and monitoring safe systems of work to maximise opportunities for continuous improvement in safety performance.
- Managing risks through the implementation of management systems to identify, control, assess, monitor and as far as practicable eliminate risks within the working environment.
- Ensuring that all staff members and students have the necessary knowledge and training to undertake their work/study in a safe and healthy manner.
- Providing injury management and meaningful return to work planning to support employees return to preinjury duties. Ensuring contractors and visitors abide by all policies and procedures that have been adopted by the College.

3.2 Workers and Other Persons

Workers and other persons will take reasonable care for their own and others' health and safety by:

- Adhering to the requirements of the Work Health and Safety Act 2020, together with Work Health and Safety (General) Regulations 2022 and associated delegated legislation including College WHS policies and procedures and relevant Australian Standards.
- Working in a safe and responsible manner so that no staff member or student adversely affects their own safety and health or the safety and health of others.
- Encouraging others to work in a safe and responsible manner.
- Co-operating and consulting on WHS matters to support and promote WHS processes in the workplace/college.
- Comply with all WHS policies and procedures and reasonable instructions given by PCBU.
- Reporting, and where practicable, rectifying any unsafe conditions or hazards.
- Reporting any work-related illnesses or injuries.

3.3 Workplace Health and Safety Committees

The role of the Workplace Health and Safety Committees is to provide consultative forums that can effectively address health and safety matters within the College, with a preventative focus and reference to Work Health and Safety legislation. This will be achieved by:

- Agreeing on WHS related issues through a process of joint consultation.
- Reporting on and review any issues and unsafe conditions.
- Monitoring and review measures taken to ensure health and safety in the workplace.
- Abiding by the Terms of Reference for the Leadership and Regional Committees.
- Recommending areas where management is to be involved in such matters that it considers appropriate to ensure health and safety.
- Actively promoting, monitoring, and assuring safe work practices within the College workplace/student environment.
- Assisting in the development, implementation and review of health and safety policy and procedures.

3.4 Health and Safety Representatives (HSRs)

A health and safety representative (HSR) is elected by their HSR Workgroups to represent workers in work health and safety matters and have powers, functions and rights under the Work Health and Safety Act 2020. The PCBU will support this by:

- Involving HSRs in workplace inspections.
- Allow HSRs to attend WHS meetings between a worker/s and the PCBU or inspector
- Provide WHS information and resources that affects the HSR workgroup, including the HSR Handbook to all newly elected HSRs
- Supporting a HSR to complete their five-day Work Health and Safety Commission approved initial training within three months of being elected. The cost of this training will be covered by the College.
- Allow the HSR to spend reasonable time performing their role.
- Display up to date list of HSRs and deputy HSRs at the workplace.

4 Definitions

College – Central Regional TAFE

PCBU (Person Conducting Business or Undertaking) – Refers to Central Regional TAFE or the College.

The College – Central Regional TAFE

Management – Directors, Managers, Officers and supervisors with the responsibility for the Health and Safety of staff members and contractors.

Workers– Any person who carries out work for a PCBU, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of labour hire company or a volunteer.

Student - any person who is enrolled in a course of study with Central Regional TAFE

Other Persons – Any person at a workplace, including customers and visitors.

Workplace Health and Safety Committees – A forum for staff members and representatives of staff members to regularly discuss and make recommendations on health and safety issues.

5 References

<https://www.commerce.wa.gov.au/worksafe>

[Work Health and Safety Act 2020](#)

[Work Health and Safety \(General\) Regulations 2022](#)

6 Documentation

[Workplace Health and Safety \(WHS\) CentraNET page](#)

[Workplace Health and Safety Policy Statement](#)

[Health and Safety Representative \(HSR's\) Handbook](#)

[Nominations for Health and Safety Representatives \(HSR's\)](#)

[Health and Safety Representative Election Process Flowchart](#)

7 Responsibilities

Responsible Director	Director Capability, People and Culture
Responsible Officer for implementation and monitoring	Manager People and Culture
Approved by	Director Capability, People and Culture
Endorsed by:	Corporate Executive

8 Revision History

Review date	Amendment details
15/06/2020	This policy replaces the previous Occupational Safety and Health Policy Statement which is now included as an appendix attached to this policy.
20/01/2025	Policy updated to meet new legislation and the following documents are created: Health and Safety Representatives Guidelines Handbook (OS006A2) Nominations for Health and Safety Representatives Form (OS0006F1) Health and Safety Representative Election Process Flowchart (OS006C1)
04/03/2026	Minor updates to links and references to Workplace Health and Safety.