

## Workplace Health & Safety

### Overview

The New England Conservatorium of Music (NECOM) is fully committed to the principles of Workplace Health and Safety (OHS) and the provision of a safe and healthy work environment for all staff, parents, students and visitors.

In addition, NECTOM has an obligation to comply with relevant legislation, in particular, the *(NSW) Workplace Health and Safety Act 20011* and *Workplace Health and Safety Regulation 2011* which extend to staff members, parents, students and visitors to NECTOM.

Within this framework, NECTOM supports meaningful and effective consultation with staff, NECTOM's Boards of Management in Armidale and Inverell, Friends of NECTOM, and other stakeholders. NECTOM is also committed to continuous improvement in the area of Workplace Health and Safety. Staff input is encouraged and incorporated into the decision-making processes regarding health & safety matters.

NECOM observes the relevant National and State Codes of Practice, which must be followed unless a better way is documented and adopted. NECTOM has also adopted the safety principles and practices as set out in *AS/NZ4804 Occupational Health and Management Systems - General guidelines on principles, systems and supporting techniques* and, where appropriate, other Australian standards.

In order to fulfil its commitment and obligations and provide guidance on strategic direction and implementation, a "risk management" approach has been adopted within the Workplace Health & Safety Management System.

### Principles and Practices

NECOM will promote a proactive approach to health and safety. NECTOM will achieve this by strict attention to all aspects of occupational health and safety through:

- Risk management principles;
- Structures and processes to ensure effective WHS consultation;
- Clear delegation of occupational health and safety responsibilities and accountabilities;
- Positive and consistent role modelling of good occupational health and safety practice at all levels;
- Provision of training, when required;
- Rehabilitation and counselling, where necessary.

### Policy

1.1 Ultimately, WHS is everyone's responsibility; therefore all persons in NECTOM have a duty of care to ensure the safety of themselves and others. The *(NSW) Workplace Health and Safety ACT 2011* extends the duty of care beyond employees to "workers", including contractors and sub-contractors, volunteers and labour hire personnel. In addition, the Act introduces a positive duty to conduct due diligence which is applicable to all "officers" at NECTOM. Each individual worker has a duty to ensure their acts or omissions do not negatively impact upon their own or others' health and safety.

- 1.2 Nevertheless, the Board of Directors, as a “person” conducting a business or undertaking (PCBU) has the primary duty of care for the safety and wellbeing of staff and students. This responsibility may be shared with other PCBU who may also have a primary duty of care to workers, and visitors to the campus including students, parents and other visitors.
- 1.3 The day to day responsibility for WH&S at NECOM has been delegated by the Board of Directors to the Director of NECOM.
- 1.4 Within their respective areas, accountability for WHS risk management matters is then delegated to senior staff (for example, Program Manager and Finance and Administration Manager) and these staff must exercise due diligence to ensure that they comply with their duties and also that the PCBU complies with required duties or obligations.
- 1.5 All staff must be aware of NECOM’s policies relating to health and safety as they apply to their position.
- 1.6 Staff are required to comply with NECOM’s health and safety policies, procedures and instructions to ensure their own health and safety and the health and safety of others at NECOM. All staff are also required to take corrective action to eliminate hazards at the workplace, or report those beyond their control to their immediate supervisor. Any unsafe acts should be challenged and any task judged not safe should be postponed until a risk assessment can be undertaken and implemented.
- 1.7 All staff must:
  - report to the Director, Program Manager or Finance and Administration Manager any situation which they have reason to believe could present a risk;
  - report any “accident” or injury to health which arises on UNE property or as a result of a NECOM activity;
  - use equipment appropriately and not interfere or misuse anything provided for their safety;
  - ensure that they do not hinder the provision of assistance to an injured person.

### **Contractors and Sub contractors**

All persons conducting a business or undertaking have a primary duty of care to ensure that as far as is reasonably practicable, all risks to health and safety are eliminated or controlled. All contractors and subcontractors engaged to perform work on NECOM’s premises or locations will, as part of their contract, comply with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011* and any specified health and safety policies and procedures of NECOM.

Where NECOM engages contractors, any formal contract must include the requirement that the contractor’s employees are provided with site-specific safety information and that workers observe directions from the person with management or control of the workplace.

### **Students and Parents**

All members of NECOM’s community have a duty to care for their personal welfare and the welfare of others. To meet this commitment each person must follow instructions and safe working procedures at all times, and take all reasonable care to prevent personal injury or injury to others. They must report to NECOM staff any incidents and dangerous occurrences which affect or are likely to affect their safety or the safety of others.

### **Visitors and Others**

All persons have workplace safety responsibilities and a duty of care to others.

The NECOM Occupational Health and Safety (OHS) Committee will be the consultation mechanism through which strategic health and safety aspects of NECOM programs are reviewed.

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The NECOM OHS Committee will be the consultation mechanism used to identify and resolve the day-to-day local safety issues, and to escalate unresolved safety issues to a higher level.

Any issues unable to be resolved by the NECOM OHS Committee pertaining to UNE property will be referred to the UNE Facilities Management Services.

### **Reporting Incidents in the Workplace**

- All staff are required to report incidents, dangerous occurrences or “near hits” to Reception, the Director, Program Manager or Finance and Administration Manager who may refer the incident on to the UNE Occupational Health and Safety Officer;
- Any staff member who is informed by a student, parent or visitor of an incident occurring whilst they are on the premises for a NECOM program should advise them to report to Reception who may refer the incident on to the UNE Occupational Health and Safety Officer;
- A Record of Health or Safety Issue Form or a Register of Injuries/Illnesses form (both available at NECOM reception) must be completed within 24 hours of the event occurring;
- All accidents occurring on UNE premises must also be reported to the UNE Occupational Health and Safety Officer. A UNE Incident Report – Student/Visitor Form must be completed within 24 hours of the incident occurring.

### **Workers Compensation/Rehabilitation**

- Where an incident has resulted in an injury, the injured worker/s must report the injury/ies to the Director as soon as practicable;
- The Director acts as NECOM’s Return to Work Coordinator;
- Workers claiming Workers Compensation must complete a WorkCover Workers Compensation Form and obtain a WorkCover Medical Certificate from their medical practitioner;
- NECOM will take proactive measures to devise a suitable “Return to Work Plan” and facilitate the early return to work of injured staff members.

### **References**

*Workplace Health and Safety Act 2011* (including amendments)

*Workplace Health and Safety Regulation 2011*

AS/NZS 4804 *Occupational Health & Management Systems - General guidelines on principles, systems and supporting techniques* – Standards Australia

*NSW Codes of Practice*

<http://www.workcover.nsw.gov.au/lawpolicy/codesofPractice/Pages/default.aspx>

*National Model Codes of Practice*

<http://www.safeworkaustralia.gov.au/sites/swa/legislation/model-cop/pages/model-cop.aspx>

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