

WORK HEALTH & SAFETY POLICY

Policy Category	Operational Policy		
Document Owner	ECA Executive Management Committee (EMC)		
Implementation Officer	National Manager, Work Health & Safety		
Review Date	April 2023		
Relevant to	ECA employees, consultants, contractors, volunteers, and business partners		
Related Documents	N/A		
Version	Change description	Approved by	Effective date
1.0	New Policy		20 September 2018
2.0	Reviewed and updated	ECA Executive Management Committee (EMC) 28 April 2021	7 May 2021

1. Overview

Education Centre of Australia Pty Ltd 'ECA' is committed to providing a safe and healthy working environment for all employees, and visitors, so far as reasonably practicable. This will be achieved by management and employees working together, following health and safety policies, processes, and procedures monitored, reviewed, and audited to achieve best practice.

2. Purpose

ECA undertakes to regularly review this Policy to consider changes in legislation, activities, services, and products. A review may result in changes being made to Policy from time to time, which all ECA employees, contractors, and visitors must comply with at all times.

3. Scope

This Policy applies to:

- a) all ECA employees (whether full-time, part-time, or casual) and all persons performing work at the direction of, or on behalf of ECA, for example, contractors, subcontractors, agents, consultants, temporary staff, volunteers, and 'workers' as otherwise defined under relevant occupational/work health and safety (OHS/WHS) legislation); and
- b) all workers and visitors must comply with this Policy and any other reasonable instruction, Policy, or procedure communicated from time to time by ECA. Failure to follow safe work systems, misuse of health and safety equipment, bypass risk control mechanisms, or interfere with another person's efforts to work safely may infringe the WHS legislation. Non-compliance will be managed according to ECA's Code of Conduct.

4. Definitions

Definitions	
WHS	means work health and safety in the work environment.

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WHS legislation	means the Work Health and Safety Act 2011 (NSW), the Occupational Health and Safety Act 2004 (Vic), and the Work Health and Safety Act 2011 (QLD).
WHS Management System	ECA's Work Health and Safety Management system including policies, processes, guidelines, and procedures.
WHS regulations	means the Work Health and Safety Regulations 2011 (NSW), Occupational Health and Safety Regulations 2017, and Work Health and Safety Regulation 2011 (QLD).

5. Policy Principles

Under the WHS legislation and WHS regulations, ECA has obligations to ensure, as far as is reasonably practicable, the following:

- (a) to provide and maintain ECA's work environment without risks to health and safety;
- (b) to provide and maintain safe plant and structures;
- (c) to provide and maintain safe systems of work;
- (d) to implement and communicate processes for the safe use, handling, and storage of plant, structures, and substances;
- (e) to provide adequate facilities for the welfare at work of employees in carrying out ECA's business and ensuring access to all appropriate ECA facilities;
- (f) to provide information, training, instruction, and/or supervision as is necessary to protect all persons from risks to their health and safety arising from work carried out at ECA; and
- (g) monitor workers' health and workplace conditions to prevent illness or injury of workers arising from the conduct of ECA (to the extent permitted by privacy law).

ECA will also seek to improve its WHS systems, materials, and performance continually.

6. Implementation

Strategies implemented to support this Policy are:

- a) The ECA Audit and Risk Committee regularly monitor and reviews the WHS Compliance.
- b) ECA's Executive Management (EMC) will oversee WHS implementation through monthly reporting via the National Manager, Work Health & Safety.
- c) The establishment and maintenance of ECA Group WHS Risk Management Plan.
- d) The establishment of a Health and Safety Committee as required by the WHS legislation
- e) Procedures in place for the identification and control of hazards
- f) Procedures in place for the investigation and reporting of all accidents and dangerous incidents
- g) Consultation with ECA employees on health and safety matters as required by the WHS legislation
- h) The provision of first aid and emergency procedures
- i) The provision of WHS information and training for ECA employees
- j) Ongoing reviews and continual improvement of the ECA WHS Management System
- k) Communication: This Policy will be available via the ECA Document Centre, Operational Policies.

7. Responsibilities

- (a) ECA Board members and ECA Directors have ultimate responsibility for the management of health and safety at ECA. Under work health and safety laws, ECA must ensure its Directors take all reasonable and practical steps to fulfill health and safety obligations; otherwise, ECA may be liable if an incident occurs in the workplace.
- (b) The ECA COO is responsible for providing leadership to ensure the effective implementation of and adherence to this Policy.
- (c) ECA Business Heads and managers are responsible for implementing this Policy in their business or operational area.
All managers are responsible for:
 - the maintenance of the workplace in a safe and secure condition.
 - active involvement in the development, promotion, and implementation of health and safety policies and procedures;
 - training employees in the safe performance of their assigned tasks; and
 - providing appropriate resources to meet ECA's health and safety commitments.
- (d) All ECA employees, ECA students, and visitors are responsible for complying with the following when attending ECA's premises:
 - taking reasonable care for their own safety and the safety of others; and
 - complying with any reasonable instruction, policy, or procedure concerning health and safety.