

## 8.0 WRCC Workplace Health and Safety

Policy Number: 8.0	Approved by Board
ASQA: Standards: 2 RTO:1252	Date: 5/3/2020 Review: 01/082027

### Workplace Health and Safety Policy

Western Riverina Community College Inc (WRCC)

#### **Policy Statement**

WRCC is committed to providing a safe, healthy, and inclusive working and learning environment for all staff, students, volunteers, and visitors. This commitment is underpinned by compliance with the NSW Work Health and Safety Act 2011, associated regulations, and the 2025 ASQA Standards for RTOs, particularly those relating to wellbeing, safety, and inclusive practices.

WRCC adopts a proactive and consultative approach to health, safety, and wellbeing, ensuring that all stakeholders are informed, supported, and empowered to contribute to a safe workplace and learning environment.

#### **Scope**

This policy applies to:

- All WRCC staff, contractors, volunteers, students, and visitors.
- All activities conducted on WRCC premises, leased properties, and approved off-site locations related to college operations or course delivery.

#### **Objectives**

- Ensure compliance with WHS legislation and ASQA standards.
- Promote a culture of safety, consultation, and continuous improvement.
- Support the physical and psychological well-being of all stakeholders.
- Provide clear procedures for injury management and return to work (RTW).
- Foster inclusive and culturally safe practices, especially for Aboriginal and Torres Strait Islander people.

#### **Responsibilities**

##### **Executive Officer**

- Ensure all workers understand their WHS responsibilities.
- Promote WHS awareness through inductions, staff handbooks, Toolbox talks, and regular meetings.
- Oversee the implementation and review of WHS and RTW programs.
- Ensure compliance with NSW RTW Guidelines.
- Appoint and liaise with the RTW Coordinator.

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### **Return to Work Coordinator**

- WRCC appoints Advanced Rehabilitation Management Service (ARMS), Griffith – 02 6964 8995 as its RTW provider.
- Develop and manage individual RTW plans in consultation with affected workers and relevant stakeholders.
- Conduct bi-annual reviews of the RTW program.

### **All Staff, Contractors, and Volunteers**

- Take reasonable care for their own health and safety and that of others.
- Follow WHS procedures and report hazards, incidents, or concerns.
- Participate in WHS training and consultation processes.

### **Consultation and Communication**

- Staff meetings and Toolbox talks.
- If requested, establish a WHS committee or designated WHS representatives.
- Feedback mechanisms such as surveys and suggestion boxes.
- Transparent communication of WHS updates and changes.

### **Wellbeing and Support**

- Provides access to well-being support services for staff and students.
- Ensures culturally safe practices and inclusive environments.
- Respond promptly to complaints, grievances, and allegations through documented procedures.

### **Legislative and Regulatory References**

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011
- NSW Guidelines for Return-to-Work Programs
- ASQA Standards for RTOs 2025 – Standards 2.5, 2.6
- SafeWork NSW: <http://www.safework.nsw.gov.au>
- WRCC Staff Handbook and related policies

### **Review and Continuous Improvement**

This policy will be reviewed biannually or as required to reflect legislative changes, feedback, and continuous improvement initiatives.