



Workplace Health & Safety Policy

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This policy supersedes all previous policies relating to matters contained herein.		

1.0 Rationale

- 1.1 Oakhill College aspires to provide the highest level of protection possible to workers and others against harm to their health and safety in the workplace and is committed to maintaining a safe and healthy work environment for workers and visitors.
- 1.2 It seeks to do this by fostering a culture where Oakhill College workers and management consult and collaborate to identify hazards, assess risks and implement effective measures to either eliminate or reduce those risks, as far as is reasonably practicable.
- 1.3 It also seeks to do this by aiming to reduce and remove risks to the workplace health and safety of all persons who work for Oakhill College.
- 1.4 Oakhill College is committed to providing a workplace free from discrimination, harassment and bullying.
- 1.5 As a Catholic organisation Oakhill College reserves the right to have regard to a person's suitability to work within the Catholic environment and their ability and willingness to support the teachings of the Catholic Church and Catholic values. It is critical that Catholic organisations are able to attract and retain staff members who respect the teachings and practices of the Catholic faith.

2.0 Guiding Principles

- 2.1 This policy applies to all employees, volunteers, contractors, work experience students and trainees carrying out work for Oakhill College ("workers").
- 2.2 This policy outlines the roles and responsibilities of all parties to ensure a workplace where health and safety is considered in all decision making processes and all reasonable actions are taken to prevent injury and illness occurring.
- 2.3 Oakhill College has the obligation to ensure, so far as is reasonably practicable:
 - a) the workplace health and safety of:
 - (i) workers engaged, or caused to be engaged by Oakhill College; and
 - (ii) workers whose activities in carrying out work are influenced or directed by Oakhill College; and
 - b) that the workplace health and safety of others is not put at risk from work carried out as part of the business or undertaking.
- 2.4 All staff members are responsible for promoting a respectful workplace, free from discrimination, harassment and bullying. It is the responsibility of all staff members not to participate in discriminatory, harassing or bullying behaviour within the workplace.

3.0 Policy

The health and safety of all persons in a workplace is a shared obligation and responsibility between Oakhill College, workers and other persons (including other organisations with a shared duty). These responsibilities are outlined below:

3.1 Workplace Health & Safety Responsibilities

3.1.1 Oakhill College

Oakhill College is responsible for the health and safety of workers and others at the workplace. This responsibility includes, so far as is reasonably practicable:

- ensure the work environment is safe and without risks to health and safety;
- ensure that any plant and structures provided are safe and without risk to health and safety;
- ensure that systems of work are safe and without risks to health and safety;
- ensure the safe use, handling, and storage of plant, structures and substances;
- provide adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities;

- provide information, instruction, training and supervision as may be necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- ensure that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Oakhill College aims to do this through:

- identifying and investigating hazards, assessing risks and implementing appropriate strategies to eradicate or minimise risk of injury to people from work
- ensuring the relevant workplace health and safety legislation is observed and complied with
- ensuring communication and consultation with workers on workplace health and safety
- developing and implementing safe working systems and providing adequate safety information, training and supervision for those systems
- ensuring the regular review and monitoring of the workplace health and safety systems including assessing their effectiveness and establishing measurable targets
- appoint (or if by request conducting an election) of a Workplace Health & Safety Officer
- establishing a Workplace Health & Safety Committee
- consult workers so far as is reasonably practicable about matters affecting or likely to affect their workplace health and safety

The role/s responsible for ensuring Oakhill College meets these obligations are the Principal and the Bursar and Operations Manager or their delegate, and the Workplace Health & Safety Officer.

3.1.2 Managers and Supervisors

Oakhill College managers and supervisors are responsible for the day to day workplace health and safety within their areas of responsibility.

They should achieve this through:

- undertaking the actions necessary to maintain a safe workplace by reinforcing safe work practices;
- ensuring the implementation of Oakhill College workplace health and safety policies, procedures and programs;
- ensuring all incidents within their area of control and all hazards are identified and investigated, and control strategies implemented;
- ensuring that training and instruction is provided to workers on workplace health and safety and that they are adequately supervised;
- encouraging workers to raise workplace health and safety concerns and to report incidents or near misses;
- ensuring that workers are consulted on all issues that affect their workplace health and safety;
- ensuring notifiable incidents are notified to the relevant bodies (e.g. WorkCover NSW and Catholic Church Insurances) within the required timeframes; and
- ensuring they act promptly to resolve any workplace health and safety concerns raised by workers or others.

3.1.3 Workers

All workers are responsible for taking reasonable care to ensure that their acts and omissions are not harmful to the health and safety of themselves or others in the workplace. Workers must also comply with any reasonable instruction of the Principal and/or Bursar and Operations Manager or their delegate with respect to workplace health and safety and ensure that they cooperate with any reasonable workplace health and safety policies or procedures released by Oakhill College.

Workers are also required to:

- immediately report to their manager or supervisor any unsafe equipment or work hazard that might pose a risk to work health and safety
- not misuse, damage or interfere with workplace equipment
- perform all work duties in a manner which ensures their own health and safety, as well as

- that of all other workers and other persons who may be affected by the work performed
- co-operate with the Principal and/the Bursar and Operations Manager to enable the work health and safety of all workers to be achieved
- familiarise themselves with all work health and safety policies and procedures provided by Oakhill College, to implement them to the best of their ability and to seek clarity from their manager or supervisor if any aspect is unclear

3.1.4 Other Persons

Other persons e.g. visitors or clients, are responsible for taking reasonable care to ensure that their acts are not harmful to the health and safety of themselves or others. They must also comply with reasonable instruction given by Oakhill College to maintain workplace health and safety.

4.0 Workplace Health and Safety Risk Management

4.1 Oakhill College workplace health & safety risk management involves the following steps:

1. Identify hazards – find out what could cause harm;
2. Assess risks – understand the likelihood of a hazard causing harm and how serious it could be;
3. Control or minimise risks – implement the most effective control measure that is reasonably practicable in the circumstances; and
4. Review control measures to ensure they are working as planned.

4.2 Risk assessments are to be undertaken in the following circumstances:

1. immediately prior to using premises for the first time as a place of work;
2. before changes to work practices, procedures or the work environment are introduced;
3. purchasing new or used equipment or new substances;
4. planning to improve productivity or reduce costs;
5. when new or additional information becomes available from an authoritative source which is relevant to the health and safety of workers;
6. responding to workplace incidents (even if they have caused no injury);
7. responding to concerns raised by workers, health and safety representatives or others at the workplace; and
8. when required by the Regulations for specific hazards.

4.3 The Workplace Health and Safety Risk Assessment is to be kept for a period of at least 5 years.

4.4 What does a risk assessment involve?

Once a hazard has been identified, the Person Conducting a Business or Undertaking (PCBU) must assess the risk of that hazard to the health and safety of its workers and other persons and must put in place measures to eliminate the hazard/risk to health and safety. If it is not possible to eliminate the risk, the PCBU must minimise the risk by working through the alternatives in the *'hierarchy of control'*.

The ways of controlling risks can be ranked from the highest level of protection and reliability to the lowest as shown below. This ranking is known as the *'hierarchy of control'* and provides:

- | | |
|----------|--|
| Level 1: | Eliminate the hazard;
or if that is not reasonably practicable |
| Level 2: | Substitute (wholly or partly) the hazard giving rise to the risk with something safer; and/or
Isolate the hazard from any person exposed to it; and/or
Reduce the risk through engineering controls; and/or
if the risk remains |
| Level 3: | Reduce the level of harm using administrative controls.
Use personal protective equipment. |

In deciding how to control risks a PCBU must, so far as is reasonably practicable, consult with workers who will be directly affected by this decision.

All measures put in place to either eliminate or minimise a risk to health and safety must be enforced, and any equipment must be properly used and maintained. The effectiveness of these measures must be monitored and reviewed regularly.

Safety signs must be erected in areas of the workplace that contain hazards or risks to health and safety which may not be readily apparent to workers or other persons in that area. Please note that there are specific obligations in relation to hazardous chemicals.

5 Amenities

- 5.2 Oakhill College will so far as is reasonably practicable, ensure the provision of adequate facilities for workers. This includes toilets, drinking water, hand washing facilities and eating facilities. These facilities must be maintained in good working order and be clean, safe and accessible.
- 5.3 Other amenities Oakhill College shall provide include accessible and secure storage areas for personal items, change rooms (if workers are required to change clothing due to the nature of their work) and shower facilities (if workers are required to carry out dirty, hot or arduous work).
- 5.4 In considering what amenities are required the College considers all relevant matters including:
 - a) the nature of the work being carried out at the workplace;
 - b) the nature of the hazards at the workplace;
 - c) the size, location and nature of the workplace; and
 - d) the number and composition of the workers at the workplace.
- 5.5 In addition the College so far as is reasonably practicable, ensures that:
 - 5.5.1 **Access and egress:** the layout of the workplace allows persons to enter and exit the workplace and to move about within the workplace without risk to health and safety, both under normal working conditions and in an emergency.
 - 5.5.2 **Work space:** work areas in the workplace have space for work to be carried out without risk to health and safety.
 - 5.5.3 **Floors and surfaces:** floors and other surfaces in the workplace are designed, installed and maintained to allow work to be carried out without risk to health and safety. Floors should be even, unbroken and slip resistant and free from obstructions that workers may trip over.
 - 5.5.4 **Lighting:** lighting at the workplace enables:
 - a) each worker to carry out work without risk to health and safety; and
 - b) persons to move within the workplace without risk to health and safety; and
 - c) safe evacuation in an emergency.
 - 5.5.5 **Ventilation:** ventilation at the workplace enables workers to carry out work without risk to health and safety. There should be a designated smoking area outside as smoking must not be allowed in enclosed workplaces.
 - 5.5.6 **Temperature:** workers exposed to extremes of heat or cold at the workplace are able to carry out work without risk to health and safety. Appropriate heating and cooling must be provided to enable workers to work in a comfortable environment.
 - 5.5.7 **Essential services:** work in relation to or near essential services at the workplace does not give rise to a risk to the health and safety of persons at the workplace

6 First Aid

Oakhill College ensures:

- a) the provision of first aid equipment for the workplace including a First Aid Kit appropriate to the size of the workplace;
- b) that each worker at the workplace has access to the equipment. Workers must be fully aware of what first aid facilities are available and where they are, together with the names and contact details of trained first aid personnel; and
- c) access to facilities for the administration of first aid. These facilities should be adequate for the immediate treatment of injuries and illnesses that may arise at the workplace.
- d) an adequate number of workers are trained to administer first aid at the workplace; or

- e) workers have access to an adequate number of other persons who have been trained to administer first aid in the workplace.

7.0 Emergency Plan

- 7.1 Oakhill College ensure that an emergency plan is prepared for the workplace, which provides for the following:
- (a) emergency procedures, including:
 - i. an effective response to an emergency; and
 - ii. evacuation procedures; and
 - iii. notification of emergency services at the earliest opportunity; and
 - iv. medical treatment and assistance; and
 - v. effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace;
 - (b) information for testing of the emergency procedures, including the frequency of testing;
 - (c) the prominent display of evacuation procedures at the workplace; and
 - (d) the provision of information, training and instruction to relevant workers in relation to implementing the emergency procedures.
 - (e) that emergency procedures are tested in accordance with the emergency plan in which they are contained
 - (f) that emergency exits are kept clear of obstacles at all times.

8.0 Notifications of Incidents

Oakhill College ensures that the regulator, Worksafe Australia, is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.

The following are notifiable incidents:

- (a) a death;
- (b) a serious injury or illness; and
- (c) a dangerous incident

8.1 Notification requirements

8.1.1 Notice will be given by telephone and in writing within 48 hours. (A written notice will be in a form, or contain the details, approved by the regulator).

8.1.2 A record of each notifiable incident will be kept for at least 5 years from the day that notice of the incident is given to the regulator.

Note: Notice will not be provided to the regulator as set out above if the College has already given notice of the incident in accordance with section 44(2) of the Workers Compensation Act - that is notice to the workers compensation insurer that a worker has received a workplace injury that seems to be a significant injury (as defined in the Workers Compensation Act).

Note: If it is a workers compensation matter, the insurer must be notified within 48 hours.

8.2 Incident site preservation

8.2.1 The manager/supervisor will ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs. This includes any plant, substance, structure or thing associated with the incident. This excludes any action to assist an injured person, remove a deceased person, take action that is essential to make the site safe or to minimise the risk of a further notifiable incident occurring, or any other action associated with a police investigation or action for which an inspector or the regulator has given permission.

8.3 Notification Procedure

8.3.1 The College Staff handbook includes procedures for notification of accidents or illnesses, etc. in the workplace. All workers are to be trained in relation to this procedure.

8.3.2 All accidents, illness or occurrences are recorded by the College nurse who then notifies the regulatory authority within the prescribed period of time.

9.0 Hazardous Manual Tasks

A **hazardous manual task** means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing that involves one or more of the following: (a) repetitive or sustained force; (b) high or sudden force; (c) repetitive movement; (d) sustained or awkward posture; (e) exposure to vibration – e.g. a task requiring a person to lift or move loads that are unstable or unbalanced or are difficult to grasp or hold.

A **musculoskeletal disorder** means an injury to, or disease of, the musculoskeletal system, whether occurring suddenly or over time, but does not include an injury caused by crushing, entrapment or cutting resulting principally from the mechanical operation of plant.

- 9.1 The College manages risks to health and safety relating to a musculoskeletal disorder¹ associated with a hazardous manual task. In order to manage risks the College:
1. identifies reasonably foreseeable hazards that could give rise to the risk
 2. eliminates the risk so far as is reasonably practicable or if it is not reasonably practicable to eliminate the risk – minimise the risk so far as is reasonably practicable by following the hierarchy of control measures (see our comments in relation to risk assessment above); and
 3. reviews and, if necessary revise, control measures.
- 9.2 In determining the control measures to implement the College has regard to all relevant matters that may contribute to a musculoskeletal disorder, including:
- a) postures, movements, forces and vibration relating to the hazardous manual task; and
 - b) the duration and frequency of the hazardous manual task; and
 - c) workplace environmental conditions that may affect the hazardous manual task or the worker performing it; and
 - d) the design of the work area; and
 - e) the layout of the workplace; and
 - f) the systems of work used; and
 - g) the nature, size, weight or number of persons, animals or things involved in carrying out the hazardous manual task.
- 9.3 In deciding how to control risks the College so far as is reasonably practicable, will consult with workers who will be directly affected by this decision.
- 9.4 All measures put in place to either eliminate or minimise a risk to health and safety associated with a hazardous manual task will be enforced, and any equipment will be properly used and maintained. The effectiveness of these measures will be monitored and reviewed regularly.

10.0 Training

- 10.1 Oakhill College trains its workers in relation to their duties and risk management. This is included in induction training for new workers. Existing workers who have not received induction training will be trained and refresher courses run regularly.
- 10.2 Training includes:
- a) Arrangements for managing health and safety. This provides workers with a general understanding of WHS obligations, both the College's and theirs. It covers this WHS Policy including rehabilitation, reporting hazards and any other health and safety related policies or procedures in place;
 - b) Health and safety procedures relevant to the worker's specific duties, including the use and maintenance of risk control measures; and
 - c) How workers can access health and safety information and become involved in health and safety management in the workplace.

- d) Assisting a worker in performing that task that may be new and require additional workplace health and safety issues.
 - e) Providing any relevant training in relation to a risk and the measures to eliminate or minimise it - for example in relation to a worker required to undertake hazardous manual tasks a worker will be trained on proper manual handling techniques and any measures in place to minimise or eliminate risks.
 - f) Workers responsible for conducting risk assessments and putting in place measures to eliminate or minimise any risk to health and safety, will be adequately trained to perform these tasks, and will be provided with all relevant information necessary to fulfil their responsibilities.
 - g) Other WHS training includes, but is not limited to:
 - manual handling training;
 - emergency procedures;
 - risk management;
 - training in relation to hazardous substances at the workplace (if relevant);
 - training in relation to appropriate workplace behaviour including bullying;
 - training in relation to ergonomic workstations.
- 10.3 Records of training courses offered to workers and the attendance at those courses will be maintained by the HRM.

11.0 Supervision

The College provides workers with relevant supervision necessary to ensure their health and safety at work. Such supervision will be by a competent person. Managers/supervisors will be provided with information, instruction and training as necessary to ensure that each worker under his or her management or supervision is safe from injury and risk to health.

12.0 Record of Injuries, Illnesses & Dangerous Occurrences

- 12.1 The College Nurse will maintain a register of injuries (**Record**) that is readily accessible in the workplace for workers to access and record any work-related injury, illness or dangerous occurrence.

13 Return to Work Programme

Under the Workers Compensation Act NSW Oakhill College has established a Return to Work Program setting out its procedures for the rehabilitation of any worker who sustains a workplace illness or injury. This program includes:

- a) The College's commitment to rehabilitating employees who have work-related injuries or illnesses;
- b) Information for employees of what to do if they are injured, or incur an illness, at work; and
- c) Information for employees of the contact details of the employer's Return to Work Co-ordinator and Rehabilitation Provider.
- d) Consultation with the employee, the Rehabilitation Manager/Provider and the employee's doctor (where necessary). Return-to-Work programs and includes the ability to return to work on light or alternative duties while the employee is rehabilitating.

Note: Penalties apply if an employer does not have a program or that program is not displayed and made available to employees.

14 Discrimination & Victimization

14.1 Discriminatory Conduct

The Act makes it an offence to engage in discriminatory conduct, or to request, instruct, induce, encourage, authorise or assist a person to engage in such conduct if the dominant reason for the discriminatory conduct is a prohibited reason.

It is discriminatory conduct to:

- a) dismiss an employee;
- b) terminate a contract for services with a worker;
- c) put a worker to their detriment in the engagement of the worker;

- d) alter the position of the worker to the worker's detriment;
- e) refuse to engage a prospective worker;
- f) treat a prospective worker less favourably than another in offering terms of engagement;
- g) terminate a commercial arrangement with another person;
- h) refuse or fail to enter into a commercial arrangement with another person.

A person also engages in discriminatory conduct if they organise to take any of the actions above, or threaten to organise or take these actions.

14.2 Prohibited Reasons

Discriminatory conduct will only be unlawful if it is engaged in for a prohibited reason. In relation to the Act, prohibited reasons include those that are related to:

- a) a person's role as a HSR, a member of a health and safety committee or some other role under the Act;
- b) a person exercising powers or performing a function under the Act, or exercising powers or performing a function in a particular way, or refraining from exercising powers or performing a function;
- c) a person assisting or proposing to assist, or giving or proposing to give information to, any person who is exercising a power or function under the Act;
- d) raising or proposing to raise an issue or concern about work health and safety with a PCBU, an Inspector, a work health and safety entry permit holder, a HSR, a member of health and safety committee or any other person who has a duty, power or function under the Act;
- e) being involved in or proposing to be involved in resolving a work health and safety issue;
- f) taking action or proposing to take action to seek compliance by any person with a duty of an obligation under the Act.

15 Preventing Discrimination, Harassment and Bullying

Harassment or discrimination on the grounds of race, gender, religion, political opinion, sex, pregnancy or potential pregnancy, marital status, physical or mental disability, sexual preference, national extraction or social origin, age, and/or family responsibilities is unlawful under the following Commonwealth and New South Wales anti-discrimination and workplace legislation:

- Age Discrimination Act 2004 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Fair Work Act 2009 (Cth); and
- Anti-Discrimination Act 1977 (NSW).

A contravention of any of these laws could result in legal action being taken against staff members and also expose Oakhill College Ltd to liability.

15.1 What is Workplace Discrimination?

Workplace discrimination is when someone is subject to unfair treatment in employment because they belong to a particular group of people or have a particular personal characteristic that has been specified in law as a ground of discrimination. Some grounds for discrimination recognised in State and Federal legislation include:

- sex or gender;
- marital status, pregnancy, potential pregnancy, parental status and family responsibility;
- sexual preference, sexuality or gender identity;
- disability, impairment or handicap;
- race, colour, national or ethno-religious origin, nationality, ethnicity, descent or ancestry;
- age;
- religious or political belief or activity;
- trade union activity;
- victimisation;

- personal association with or relation to any person who is identified on the basis of any of the above attributes.

15.1.1 There are two kinds of discrimination, direct and indirect.

- (a) *Direct discrimination* occurs if a person treats, or proposes to treat someone unfavourably due that person's personal characteristics.
- (b) *Indirect discrimination* can occur when there is a rule or condition that is the same for everyone but in effect disadvantages people from a particular group more than people from other groups. The rule may seem equitable and unbiased at face value. A rule or condition will not be considered discriminatory if it's reasonable in the circumstances.

Examples of Workplace Discrimination

Direct Discrimination	Indirect Discrimination
Refusing to employ someone because of their age despite being able to undertake the requirements of the position	Prescribing an inflexible working hours policy where such rigidity in hours is not required
Terminating someone's employment because of their family responsibilities	Scheduling meetings or training sessions at times that would disadvantage people with carer's responsibilities e.g. very early or very late in the day
Not promoting someone because of their disability despite being able to undertake the duties of the position	A requirement that all staff speak fluent English when this is not an inherent requirement for all jobs within the company

When Workplace Discrimination is not Unlawful

In some circumstances workplace discrimination will not be considered unlawful, such as:

- where the discrimination occurred because the person is unable to perform the inherent requirements of a position and no reasonable adjustments could have been made by the employer;
- where an act is taken against a person by an institution run in accordance with its religious beliefs, made in good faith and to avoid injury to the religious susceptibilities of adherents of that religion; and/or
- where there are genuine occupational requirements for a person of a particular sex, race or age to be appointed to a position.

15.2 What is Workplace Harassment?

Workplace harassment is conduct in the workplace that is:

- unwelcome, uninvited or unreciprocated;
- offensive, humiliating and/or intimidating; and
- is based on a ground of discrimination.

It can include verbal comments or abuse, physical contact, threats, displaying inappropriate and offensive images or documents, stalking, offensive communication, jokes and ridicule, propositions, and inappropriate initiation rites.

Sexual harassment is a form of harassment on the ground of sex or conduct of a sexual nature such as unwanted sexual advances, unwelcome requests for sexual favours or physical contact, derogatory sexual comments, taunts, intrusive questions and rumours.

Workplace harassment usually consists of a pattern of unwelcome behaviour. However, it can consist of just one act where this is of a serious nature. There is no requirement that the harasser intended to offend or harm in order for an action to be considered harassment or for the person harassed to inform the harasser that the conduct is unwelcome. Workplace harassment, and in particular sexual harassment, does not include behaviour which is consensual, welcome and reciprocated.

Examples of Workplace Harassment

Verbal	Non-Verbal
Sexist or racist jokes	Suggestive looks or stares
Comments of a sexual nature	Offensive hand or body gestures
Repeated unwelcome invitations	Sexually explicit emails or posters
Imitating some-one's accent	Invading some-one's personal space

15.3 What Is Workplace Bullying?

Workplace bullying is harassment that is not expressly linked to a ground of discrimination. A worker is bullied at work if an individual or individuals repeatedly behaves unreasonably towards the worker, or a group of workers of which the worker is a member and that behaviour creates a risk to health and safety.

Unwarranted or invalid criticisms, exclusion or isolation are examples of workplace bullying. It usually takes the form of less favourable treatment of a person by another or others in the workplace in the form of repeated conduct or a pattern that:

- insults,
- intimidates,
- threatens,
- undermines,
- offends,
- degrades, or
- humiliates.

Instances of workplace bullying are intended to cause physical and psychological distress to others. Bullying can occur at all levels in the workplace e.g. upwards, downwards or lateral and is identified if a reasonable person (an objective third party) would consider the behaviour to be bullying. Bullying does not include:

- occasional differences of opinion or problems in working relationships;
- reasonable management action carried out in a reasonable manner; or
- reasonable disciplinary procedures.

Examples of Workplace Bullying

Physical	Psychological
Loud, abusive, threatening language	Silent treatment
Subjected to practical jokes	Assigning unpleasant or meaningless tasks unrelated to the position
Offensive phone messages, SMS and/or email	Deliberately withholding information that is vital to effective work performance
Constant ridicule or put downs in front of others	Exclusion or isolation

15.4 Reporting Workplace Discrimination, Harassment or Bullying?

Staff members wishing to raise a complaint of workplace discrimination, harassment or bullying should inform the HRM. As for all per the College Complaints Policy workplace discrimination, harassment and/or bullying complaints will be treated seriously, dealt with as soon as practicable and conducted in a fair, impartial and professional manner.

Disciplinary action, which may include termination of employment, may be taken against staff members who are found to have acted in a discriminatory, harassing or bullying manner. Also, staff members who victimise or retaliate against a person who have made a complaint regarding discrimination, harassment or bullying may be the subject of immediate disciplinary action.

16 Supporting and Related Documents, Procedures and Guidelines

The legislative framework that underpins this policy includes:

- Workplace Injury Management and Workers Compensation Act 1988 (NSW) Work Health and Safety Act 2011 (NSW) (the Act) as amended or replaced; and

- Work Health and Safety Regulation 2017 (NSW) (the Regulation) as amended or replaced.
- Age Discrimination Act 2004 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Fair Work Act 2009 (Cth); and
- Anti-Discrimination Act 1977 (NSW).
- Staff Code of Conduct
- Bullying and Harassment Policy
- Related College Procedures

Further information about this document can be sought from the Bursar and Operations Manager, Human Resources Manager and Workplace Health & Safety Officer

Note: Although this list is comprehensive, it is not exhaustive. Ensuring the health and safety of workers and others in the workplace is an extremely broad obligation. This checklist covers general WHS measures that it is recommended be put in place, or that are expressly required under WHS legislation in NSW. More specific measures that may need to be put in place will depend on individual workplaces and work practices.

17 Policy Review

The College, via the Principal is responsible for reviewing this policy every two years; next in 2020