



## Work, Health & Safety (WH&S) Resident Policy

Version: 1<sup>st</sup>

**Responsible To:** Head of College & CEO – John XXIII College

**Pertains To:** Residents (Accommodation Agreement Holder) – John XXIII College

**Supported By:** Deputy Head of College – John XXIII College

Staff – John XXIII College

Collegiate Team – John XXIII College

**Monitored By:** Head of College & CEO – John XXIII College

### Background

Under the *Work Health and Safety Act 2011 (ACT)*, *Work Health and Safety Regulation 2011* and associated legislation there is a responsibility for the College to ensure the health & safety of its staff, Residents and visitors by:

- a. Eliminating risks to health and safety, so far as is reasonably practicable, and
- b. If it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

All Residents are advised that their bedrooms and the College common properties are both Residential areas and workplaces. As a result, the above Act has application at John XXIII College and any acts or omissions that compromise workers' or Residents' safety will be subject to the interventions of the Office of Regulatory Services. Through its enforcement arm, Worksafe ACT, they have the power to bring legal proceedings against individuals or incorporated bodies.

### Purpose

The purpose of this policy is to outline the guidelines and procedures that relate to the Residents, to ensure the College's compliance with the Work Health and Safety (WH&S) legislation. This policy applies to all College Residents their guests and visitors.

NB.

Staff should refer to the College's staff WH&S Policy.

### Definitions

#### Risk Management

Risk Management describes the requirements and procedures used to facilitate the early identification of foreseeable hazards, to assess the risk associated with these hazards and implement appropriate control mechanisms.

#### Risk

A risk is anything that might inhibit the College's ability or the Student Leaders ability to achieve one or more of its objectives.

Another definition is that a risk is any event, situation or circumstance, which leads to negative consequences for the College or its Residents.

#### Hazard:

A Hazard is anything (including work practices or procedures) that has the potential to harm the health or safety of a person.

These hazards can arise from poor planning of events, poor behaviour that shows a lack of consideration of others, maintenance issues in the College, misuse or tampering with equipment and human behaviour when socialising.

#### Resident

A Resident of the College is financial member of the College community who is residing at the College. This is the person who signs the Residential contract and lives at the College; it is not based on the person who is paying the fees (the Account Holder).



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### Guest

A Guest is a non-Resident who comes to the College or a College event at the invitation of a Resident. The Resident retains responsibility for the behaviour of their guest and its consequences.

### Resident Association

The John XXIII Residents' Association (RA) is an incorporated student organisation within the College and run by elected student representatives. As such, it is a separate legal identity to the College. The College has a Memorandum of Understanding with the RA which allows the RA to work alongside the College to provide social, cultural and sporting activities to the Residents of the College

### The Collegiate Team

The Collegiate Team at the College is the group of student leaders who have responsibility for supporting the Residents during their stay at College. It consists of the Dean of Residents: Student Life & Academics (Dean) and two sub groups the Pastoral Team and the Academic Team. Both teams are led and supervised by the Deputy Head of College (DHOC).

### Student Leaders

Student leaders are Residents who have been appointed to or elected to leadership positions within the College. These include members of the Collegiate Team (Senior Residents (SRs) and Academic Advisors (AAs)) and leaders from the Residents' Association (RA).

### **Principles**

1. The College is committed to the health and safety of all people who work, study, or visit the College, or who are involved in or have the potential to be affected by the College's activities or activities run by student leaders or the individual Resident's behaviours or activities / events.
2. Injuries and some illnesses can be prevented and an incident-free living and learning environment is actively pursued at the College.

### **Policy**

1. The well-being of its Residents is intrinsic to the way the College does business. The College aims for a zero level of harm, with the expectation that no person shall come to any harm while working, living, studying at or visiting the College.
2. Everyone has a Legislative responsibility for their own safety and for the safety of others.
3. Risk management is to be undertaken for all College, Student Leader and other student activities. The Deputy Head of College is the responsible person who is to be satisfied that all foreseeable hazards are identified, risks are assessed, where appropriate, and all such risks are adequately controlled.
4. The Head of College has ultimate responsibility for the implementation and review of the College's WH&S policy, and the management of WH&S systems.
5. The managers of each department at the College, are responsible for day-to-day WH&S within their areas of responsibility. They are responsible for:
  - a. Recognising the potential hazards occurring in the College environment, and
  - b. Taking every practicable step to ensure the health, safety and welfare of all staff, students & visitors,
  - c. Discussing possible options with the Operations Manager, especially if additional resources are required,
  - d. Follow up (or review) that the hazards are now rectified or reduced.

By accepting a John XXIII College Accommodation Agreement, Resident accepts and agrees to abide by all of the terms and conditions of John XXIII College's Policies and Procedures. Residents should contact the College for further clarification if required.