



Occupational Health and Safety Policy

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Purpose

To ensure that occupational health and safety is incorporated into all workplace and learning activities so that the prevention of occupational illness and injury, and the promotion of psychological and physiological well-being becomes an integral part of our organisational culture.

Scope

This Policy applies to staff, students, contractors, sub contractors and visitors.

This policy is applicable to the Institute in all its operations and functions including those situations where students and employees are required to work off site.

Employment status for Independent Contractors and their employees will be in accordance with the provisions of the Act.

Policy

The Board of Box Hill Institute recognises its responsibility under the Occupational Health and Safety Act 2004 to secure, so far as is reasonably practicable, the health, safety and welfare of employees and other persons at work by providing a working and learning environment that is safe and without risk to health. To meet this responsibility, Box Hill Institute will:

- Comply with all applicable laws, regulations and standards
- Manage occupational health and safety risks by implementing an effective system of occupational health and safety.
- Develop a culture of responsibility and accountability through training and awareness raising programmes
- Communicate openly with employees on occupational health and safety issues
- Regularly monitor and review all aspects of the occupational health and safety programme

Definitions

A **hazard** is anything that may cause injury or illness to anyone in the workplace. Hazards at work may include: faulty or unguarded machinery, chemicals, unsafe human behaviour, poor work design, repetitive movements, inadequate management

systems, no procedures for performing tasks safely or for using personal protective equipment.

Risk is the likelihood of a hazard actually causing harm to anyone in the workplace.

Risk Control is the process of identifying and addressing the underlying causes of risk.

Personal Protective Clothing and Equipment (PPCE) means an item of clothing or equipment designed to be worn or used by an individual to provide some means protection against an identified hazard.

Code of Conduct

All staff, students and contractors are required to observe the provisions of this policy and associated procedures. Breaches of these provisions may result in disciplinary action in accordance with the appropriate discipline provisions applicable to staff or students. In the case of contractors, observance of this policy and associated procedures is a condition of engagement by Box Hill Institute.

Principles

Health and Safety Representatives:

Health and Safety Representatives (HSRs) will be elected in accordance with the provisions of the Act. . Health and Safety Representatives will be available to staff within the designated work group. The list of Health and Safety Representatives is available on the Staff Web and will be displayed on noticeboards within the workplace.

A **Health and Safety Representative** is the elected representative of employees in a Designated Work Group (DWG). The OHS Act 2004 sets out powers for Health and Safety Representatives including the right to inspect, receive relevant information and be consulted. The Health and Safety Representative's primary function is to represent the health and safety interests of the employees in their DWG.

The **Institute** will ensure accredited training and refreshers are made available to all Health and Safety Representatives. The term of office for Health and Safety Representatives shall be three years from the date of election. Health and Safety Representatives are eligible for re-election.

Health and Safety Representatives are invited to join with the Institute to monitor health and safety issues in the workplace, and to work with the Institute to improve health and safety standards. It is essential that the Representatives receive training that will provide them with the appropriate skills and knowledge to perform these functions. The involvement of Health and Safety Representatives is paramount to ensuring the effective implementation and monitoring of policy, procedures and practices at centre level and is crucial to the legislative consultative requirements within the OHS Act 2004.

Health and Safety Representatives are empowered under the Act. Where required under Section 58 (a) of the Act, (Notification of Inspection) the employer for the purposes of inspection shall be the Health and Safety Representative's Centre

Manager and/or the Centre Manager responsible for the area in which the inspection is to occur.

Designated Work Groups

Designated Work Groups will be established in accordance with the provisions of the OHS Act 2004 should be constructed to best represent the members of the designated work group in a manner that provides for the ongoing development of safety. The Institute encourages designated work groups being structured along centre/s lines to ensure a systematic approach to managing health and safety.

Consultation:

Box Hill Institute management, must as far as reasonably practicable, consult with the most likely affected employees. Where the affected employees have health and safety representation, consultation must involve that person (with or without the involvement of employees directly), when:

- Identifying or assessing workplace hazards
- Making decisions to control risks
- Making decisions about facilities for employees welfare
- Making decisions about procedures involving employees for:
 - Issue resolution
 - Consultation
 - Health monitoring
 - Providing information and training
 - Determining membership of Health and Safety Committees
 - Proposing changes that may affect health and safety (workplace, plant and/or substances), and
 - Conduct of the work performed

The principles of consultation with employees and their Health and Safety Representatives shall be:

- Sharing information
- Giving employees a reasonable opportunity to express their views and
- Considering all views in decision making

Responsibilities

The **CEO** has responsibility for the implementation and review of the Institute Health and Safety Policy, delegation of health and safety responsibilities, and the allocation of appropriate resources.

The **General Manager, Campus Services** is responsible for the oversight of strategic direction and policies related to health and safety within the Institute, and the implementation of the Occupational Health and Safety Improvement Plan.

Executive Directors/General Managers are responsible to ensure the adequate support and resources are available to their respective Executive and Centre

Managers for them to be able to meet the requirements as set out in this ohs policy and procedures.

The **Executive Manager Occupational Health and Safety** is responsible for the planning, development and implementation of Occupational Health and Safety Programs including Institute policy and procedures.

Executive and Centre Managers are responsible for ensuring the ongoing development of Centre Safety Plans and ensuring health and safety management strategies and Institute occupational health and safety policy and procedures are implemented within their Centres.

All nominated staff will be required to attend designated training to ensure the ongoing development of occupational health and safety through the development of Centre Safety Plans.

Contractors

Box Hill Institute regards health and safety as a shared responsibility between the contractor, their employees or subcontractors, and the institute itself.

Therefore, it is the responsibility of contractors to ensure that:

- they are competent to do the job asked of them;
- they have the qualifications, training, experience and certificates of competency that will be needed for the job;
- they have the OHS and environmental knowledge required for the job;
- they participate in a site induction to OH & S at Box Hill Institute
- they maintain the premises in which they work in a safe and healthy manner for themselves and for the institute staff and students;
- they employ safe tools and systems of work to do a job;
- electrical power tools are regularly inspected and tagged in accordance with AS3760;
- they comply with appropriate standards;
- MSDS are provided for all chemicals;
- instructions and supervision from the contracting company are adequate. Close supervision is required particularly in the case of young or inexperienced workers;
- they communicate regularly with their contract supervisor/project officer;
- methods of work are approved by the contract supervisor/project officer;
- they raise any issue that is or may become a health, safety, environmental or core business concern.

The **Human Resource Centre** is to ensure the inclusion of relevant occupational health and safety responsibilities from those staff identified below in all position descriptions.

Employees with Managerial responsibilities (Including but not limited to Executive Directors/ General Managers, Executive and Centre Managers) must, where applicable:

- Establish and maintain the Centre Safety Plan framework for the occupational health and safety within their area of responsibility
- Establish and maintain consultative arrangements for the management of occupational health and safety with all relevant parties
- Establish and maintain procedures for identifying hazards
- Establish and maintain procedures for assessing risks
- Establish and maintain procedures for controlling risks
- Establish and maintain Institute procedures for dealing with emergency situations
- Establish and maintain an occupational health and safety training programme
- Establish and maintain a system for occupational health and safety records
- Establish and maintain local level ohs induction program
- Evaluate the Institutes occupational health and safety system and related policies, procedures and programmes

Employees with Supervisory responsibilities (Including but not limited to Program Coordinators, Frontline Management, Unit Coordinators, Senior Educators and other staff with supervisory duties such as Teachers) must, where applicable:

- Provide information to the work group about occupational health and safety and the Institutes occupational health and safety policies, procedures and training programmes
- Implement and monitor participative arrangements for the management of occupational health and safety
- Implement and monitor the procedures for identifying hazards and assessing risks
- Implement and monitor the Institutes procedures for controlling risks
- Implement the Institutes procedures for dealing with hazardous events
- Implement and monitor the Institutes procedures for providing health and safety training
- Implement and monitor the Institute's procedures for maintaining occupational health and safety records

Individuals (staff and students) Employees without Managerial or Supervisory responsibilities (Including but not limited to general administrative and support staff) must, where applicable:

- Take reasonable care for his or her own safety
- Take reasonable care for the health safety of persons who may be affected by the individuals acts or omissions at the workplace

- Co-operate with the Institute in order to comply with a requirement imposed by or under this Act or regulations
- using a documented risk management process to eliminate or minimise
- OHS risks where appropriate;
- complying with OHS instructions, policies and procedures;
- using and maintaining safety devices and personal protective equipment
- correctly;
- being familiar with emergency and evacuation procedures and complying
- with the instructions given by emergency response personnel such as
- emergency wardens and first aiders;
- not wilfully or recklessly endangering the health and safety of any person
- at the workplace.

Emergency Planning Committee (EPC)

AS 3745-2002 (Emergency Control Organisation and Procedures for Building Structures and Workplaces) indicates the requirement for an EPC to be formed and to carry out the following duties:

- Establish and implement emergency plans and emergency procedures
- Determine the number of Emergency Control Organisation (ECO) personnel consistent with the nature and risk of the buildings, structures and workplaces
- Ensure that the personnel are appointed to all positions on the ECO but particularly, the chief warden group
- Arrange for the training of ECO personnel
- Arrange for conduct of evacuation exercises
- Review the effectiveness of evacuation exercises and arrange for procedure improvements, and
- Determine who will implement emergency procedures

The Institute EPC includes members of the Risk Management Steering Committee as well as the Essential Services Officer, and other staff as required. The Essential Services Officer is the Institute's Chief Building Warden.

Box Hill Institute Occupational Health and Safety Committee:

The principle functions of the Occupational Health and Safety Committee are to advise the Chief Executive Officer through the General Manager, Property & Campus Services and through that position the Senior Management Team on all matters relating to occupational health and safety, explore broad workplace health and safety issues and assist in the development of health and safety policies, procedures and programmes in as much as they contribute to workplace health, safety and welfare:

- Facilitate co-operation between management and employees in instigating, developing, and carrying out measures designed to ensure the health and safety of employees

- Formulate, review and disseminate standards, rules and procedures relating to health and safety that are to be carried out or complied with in the workplace

The Occupational Health and Safety Committee will meet at least once every three months.

All elected health and safety representatives are invited to participate in the OHS Committee along with nominated management representatives.

Records

All records will be kept in accordance with the Box Hill Institute Records Storage and Disposal Policy and Public Records Act 1973.

The original injury/incident notifications will be kept by the Executive Manager OHS with a copy held in the appropriate centre incident/accident register and copy to Organisational Development for WorkCover purposes when required.

References and Compliance Requirements

Accident Compensation (Occupational Health and Safety) Act 1996

Accident Compensation (WorkCover Insurance) Act 1993

Workers Compensation Act 1958

Occupational Health and Safety Act 2004

Dangerous Goods Act 1985

Equipment (Public Safety) Act 1994

Road Transport (Dangerous Goods) Act 1995

Road Transport Reform (Dangerous Goods) Act 1995 (Commonwealth)

Mines Act 1958

Accident Compensation Regulations 2001

Accident Compensation (Self-Insurers' Contributions) Regulations 1999

Dangerous Goods (Explosives) Regulations 2000

Dangerous Goods (Storage and Handling) Regulations 2000

Dangerous Goods (Transport by Rail) Regulations 1998

Equipment (Public Safety) (Incident Notification) Regulations 1997

Equipment (Public Safety) (General) Regulations 1995

Occupational Health and Safety (Certification of Plant Users and Operators) Regulations 1994

Occupational Health and Safety (Confined Spaces) Regulations 1996 (SR No. 148/1996)

Occupational Health and Safety (Hazardous Substances) Regulations 1999

Occupational Health and Safety (Issue Resolution) Regulations 1999

Occupational Health and Safety (Lead) Regulations 2000

Occupational Health and Safety (Major Hazard Facilities) Regulations 2000
Occupational Health and Safety (Manual Handling) Regulations 1999
Occupational Health and Safety (Mines) Regulations 2002
Occupational Health and Safety (Noise) Regulations 2004
Occupational Health and Safety (Plant) Regulations 1995
Occupational Health and Safety (Prevention of Falls) Regulations 2003
Road Transport (Dangerous Goods) (License Fees) Regulations 1998
Road Transport (Dangerous Goods) Regulations 1997

Guidance Material

Building and Construction Workplaces (Code of Practice no. 13, 1990)
Confined Spaces (Code of Practice No. 20, 1996)
Dangerous Goods Storage and Handling (Code of Practice No. 27, 2000)
Demolition (Amendment No. 1 to Code of Practice No. 14, 1998)
Demolition (Code of Practice No. 14, 1991)
First Aid in the Workplace (Code of Practice No. 18, 1995)
Foundries (Code of Practice No. 2, 1988)
Hazardous Substances (Code of Practice No. 24, 2000)
Lead (Code of Practice No. 26, 2000)
Manual Handling (Code of Practice No. 25, 2000)
WorkSafe - Guide For Assessing And Fixing Noise Problems At Work (Noise Regulations 2004)
Plant (Amendment No. 1 to Code of Practice No. 19, 1988)
Plant (Code of Practice No. 19, 1995)
Prevention of Falls in General Construction (Code of Practice No. 28, 2004)
Prevention of Falls in Housing Construction (Code of Practice No. 29, 2004)
Provision of Occupational Health and Safety Information in Languages Other Than English (Code of Practice No. 16, 1992)
Safe Use of Cranes in the Building and Construction Industry (Code of Practice No. 11, 1990)
Safety in Forest Operations (Code of Practice No. 12, 1990)
Safety Precautions in Trenching Operations (Code of Practice No. 8, 1988)
Workplaces (Code of Practice No. 3, 1988)
Australian and International Standards

Related Procedures

[Hazard Identification, Risk Assessment and Risk Control – PROSE02_A](#)

[Incident Reporting Procedure – PROSE02_B](#)
[First Aid Procedure – PROSE02_C](#)
[Issue Resolution Procedure – PROSE02_D](#)
[Chemical Management Procedure – PROSE02_E](#)
[Personal Protective Clothing and Equipment – PROSE02_F](#)
[Locking Out and Tagging Equipment – PROSE02_G](#)
[Manual Handling – PROSE02_H](#)
[Health Monitoring – PROSE02_I](#)
[Plant and Equipment Safety Procedure – PROSE02_J](#)
[Falls Prevention – PROSE02_K](#)
[Removal of Hazardous Plant and Equipment Procedure - PROSE02__L](#)

Related Forms

[Occupational Health & Safety Report and Investigation – FRM01_01](#)
[Request to Purchase New Chemical – FRM02_02](#)
[Chemical Risk Assessment – FRM02_03](#)
[List of Chemicals – FRM02_04](#)

Review

This Policy must be reviewed no later than five (5) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re- approved or rescinded. The Policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

DOCUMENT CONTROL

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