

PP52

Occupational Health and Safety Policy and Procedure

PURPOSE

The purpose of this policy is to inform all employees, contractors, students and visitors of Southern Cross Education Institute of the commitment to providing and maintaining a healthy and safe environment.

SCOPE

This policy applies to all staff, students and visitors of Southern Cross Education Institute (SCEI).

DEFINITIONS

OHS	Occupational Health and Safety
WHS	Work Health Safety
Event	Incident, injury or near miss
Near Miss	Any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so.
Incident	Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.
Injury	Any physical or mental damage to the body caused by exposure to a hazard.
SCEI	Southern Cross Education Institute

POLICY

1. This policy ensures that SCEI maintains a safe and healthy learning and working environment.
2. The Victorian Occupational Health and Safety Act 2004 stipulates that SCEI's duty of care is to provide a safe and healthy working environment for all employees, students and visitors, and the employee's duty of care is to support SCEI by delivering reasonable care for the health and safety of others within the workplace. This includes the provision of:
 - 2.1. A workplace that is safe to work in, with working procedures that are safe to use;
 - 2.2. adequate staff training, including topics such as safe work procedures, infection control procedures and appropriate hygiene; and
 - 2.3. adequately maintained facilities and equipment, including personal protective equipment (such as gloves and eye protection), and a clean and suitably designed workplace with the safe storage of goods such as chemicals.
3. As part of the overall commitment to the health and safety of all stakeholders, the Principal will appoint an appropriately qualified staff member to act as Safety Officer. The Safety Officer will be the HSR (Authorised Health & Safety Representative) responsible for managing the Occupational Health and Safety Committee. The Safety Officer will be supported through appropriate accredited certificate training. In the short term, the HSR Officer will be the Principal.

PROCEDURE

1. The Compliance Manager will Chair and lead the OH & S Committee who will comprise one representative from SCEI administration, one representative from the teaching body and one representative from the student body (not mandatory).
2. The Committee's overall responsibility will be to work with SCEI management, staff and students towards providing a safe and healthy workplace for all. This will be done by utilising collective skills and knowledge and the engagement of external professionals to assist where necessary.
3. It will further work to:
 - 3.1. Provide a safe and healthy workplace and working conditions for all employees, students and visitors;
 - 3.2. Provide ongoing advice and appropriate OH&S training/education and necessary resources to employees, students and visitors;
 - 3.3. Ensure provisions are in place for the safety and care of students under the age of 18 (on and off site);
 - 3.4. Keep up to date with and comply with all relevant legislation and industry standards;
 - 3.5. Work collaboratively with OH & S external authorities and advisors to ensure SCEI is well represented in the Emergency Management Plan and Emergency Procedures Manual which located under SharePoint/Staff.
 - 3.6. Compliance Manager for review and implementation of SCEI's related health and safety Policies and Procedures;
 - 3.7. Consult with staff and students where appropriate to enhance the effectiveness of procedures;
 - 3.8. Conduct investigations into all reported incidents;
 - 3.9. Ensure that appropriate return to work programs for staff and students are in place;
 - 3.10. Conduct regular reviews and evaluations of the health and safety systems;
 - 3.11. Conduct regular risk assessments in all areas;
 - 3.12. Implement regular fire drills;
 - 3.13. Provide regular health and safety awareness campaigns; and

- 3.14. When required, provide first aid courses to all staff to ensure a healthy ratio of first aid certificate holders (students will also be encouraged to participate).
4. The OH & S Committee will convene once per month or as is deemed necessary in the case of matters of an urgent nature.
5. Training
- 5.1. Basic OHS information must be provided to all new employees as part of their induction program.
- 5.2. Supervisors must ensure that on-the-job instruction, safety information and on-going training are provided for employees to ensure that they have the skills and knowledge required to perform their work safely.
- 5.3. External OHS Consultation training will be provided for all Health and Safety Representatives.
6. Reporting Incidents in the Workplace
- 6.1. All employees are required to report incidents, injuries and near misses to their supervisor.
- 6.2. Any employee who is informed by a student or visitor of an incident, injury or near miss should advise them to report to Student Welfare
- 6.3. An Incident Report Form must be completed within 24 hours of the event occurring unless exceptional circumstances prevent such a report being made.
7. Workers Compensation/Rehabilitation
- 7.1. Where an incident has resulted in a compensable injury, the injured employee must report the injury/injuries to their supervisor as soon as practicable and complete the Critical Incident Report Form.
- 7.2. Employees claiming Workers Compensation must complete a WorkCover Workers Compensation Form and obtain a WorkCover Medical Certificate from their medical practitioner.
- 7.3. SCEI will take proactive measures to devise a suitable "Return to Work Plan" and facilitate the early return to work of injured employees.
- 7.4. Where an incident has resulted in a compensable injury, the injured employee must report the injury/injuries to their supervisor as soon as practicable and complete the Critical Incident Report Form.
8. Record Keeping Requirements
- SCEI will maintain workplace health and safety records in accordance with the following table:

Records	Retention Period
Hazard and incident reports	Indefinitely
Workplace injury reports	Indefinitely
Risk assessments	7 years
Investigations of incidents	7 years
Training and induction records of OHS/WHS training provided to staff and contractors	3 years from cessation of employment or contracting
Provision Improvement Notices issued by Health and Safety Representatives	3 years
Records of Workplace Inspections and records of audits	7 years
Policy and procedure documentation	7 years
Minutes of OHS/WHS consultation and meetings	3 years
WorkSafe entry reports	7 years

Records of inspection and testing of electrical equipment	7 years
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RELATED DOCUMENTS

- PP27 Access and Equity Policy and Procedure
- PP09 Student Services Policy and Procedure
- PP08 Critical Incident Policy and Procedure
- PP200 Risk Management Policy and Procedure

LEGISLATIVE CONTEXT

- RTO Standards 2015
- State and Territory Funding Contracts
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 11
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- **VIC**
 - Occupational Health and Safety Act 2004
 - Occupational Health and Safety Regulations 2017
- **SA**
 - Work Health and Safety Act 2012
 - Work Health and Safety Regulations 2012

RESPONSIBILITIES

Compliance Manager

- The Compliance Manager is responsible for the overall implementation of the OHS Policy and with it overall responsibility for the health and safety of employees, students, contractors and visitors.
- The responsibility includes ensuring that employees are able to meet their obligations through the allocation of resources, availability of health and safety guidelines and the establishment and implementation of appropriate OHS Management Systems.
- The Compliance Manager may delegate responsibility for the management of occupational health and safety but retains ultimate accountability.

Employees

- Employees have an obligation to comply with the SCEI's OHS policies and procedures to ensure their own health and safety and the health and safety of others.

- Employees are also required to take corrective action to eliminate hazards at the workplace, or report those beyond their control to their immediate supervisor.
- Employees must cooperate with the Principal to enable compliance with the requirements under the OHS Act.
- Each employee is responsible and accountable for taking all practical measures to ensure that the workplace under their control is safe and without risk to health, and that all persons in the workplace take reasonable care to ensure the workplace is safe and without risk to health.

Students

- Students have an obligation to comply with OHS policies and procedures to ensure their own health and safety and the health and safety of others.
- Students must observe directions on health and safety from employees whilst on College grounds, or other locations (e.g. excursions), as may be required as part of their course of study.

Contractors and Visitors

- All contractors and visitors to SCEI are required to comply with health and safety policies and procedures of and observe directions on health and safety from employees of SCEI.

MONITORING AND EVALUATION

The Training Coordinator will be responsible for ensuring that this policy is monitored and evaluated throughout SCEI.

Author	Compliance Manager
Approved by	Chief Executive Officer
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