Occupational Health and Safety Policy and Procedures

Version 1.2 Effective Date: 23/11/2013

Purpose

The purpose of this document is to outline the policies and procedures that IHM will use to ensure a safe workplace for employees and ensure that IHM’s workplace health and safety obligations are fulfilled.

Scope

This policy applies to all premises operated by IHM, where IHM staff and board members work or conduct activities relating to their respective roles.

Responsibility

This policy will be implemented by the Quality Standards and Compliance Manager, with assistance from other staff as required.

Principles

*Maintaining a safe and healthy work environment*

IHM is obliged both legally and ethically to provide a safe, secure workplace where employees are protected from danger or harm. Every IHM employee and board member has both a right and a responsibility to contribute to the ongoing improvement of workplace health and safety by reporting hazards and suggesting ways in which health and safety can be improved. As a minimum standard, IHM as a company will ensure that it complies with all relevant workplace health and safety legislation.

*Harassment and bullying*
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Cyber bullying and online harassment will be dealt with in accordance with the IHM Cyber Safety and Security Policy.

Harassment and bullying will be dealt with in accordance with the Bullying and Harassment Policy and Procedure for Staff.

Complaints and grievances

Complaints and Grievances will be reported and dealt with in accordance with the IHM Complaints and Grievances Policy.

Regulations

Smoking

No smoking shall be permitted on any premises operated by IHM. Any IHM staff member, board member or student engaged in on campus activities wishing to smoke any substance including tobacco will first move off the land belonging to, leased or otherwise operated by IHM. IHM is dedicated to the promotion of health, so it is considered important that IHM staff do not engage in activities that jeopardise health or that are an example of poor health practice.

Alcohol

While engaged in work at IHM, staff and board members will not consume any alcohol other than alcohol that is supplied as part of official work functions, such as wine that is being served to guests or alcohol accompanying food at work lunches.

Where alcohol is consumed as part of a work activity, employees will not drink to excess and will behave in a manner that does not jeopardise the reputation of IHM.

Illicit drugs
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IHM employees and board members will not bring any substance that is illegal under Australian law to work premises or to work related functions. Nor shall any IHM employee attend work or work related functions under the influence of any illegal substance.

Where a person who is not an IHM employee or board member attends a work related function and is found to have brought with them an illegal substance, that person will be asked to leave the premises and will be considered to be trespassing if they fail to do so.

Procedures

Emergency procedures

An Emergency Warden will be nominated from among staff at any IHM location and will receive appropriate emergency warden training. The warden will maintain a working knowledge of the emergency procedures for the building and in case of emergency will oversee evacuation and communicate with emergency wardens from other floors and with emergency services. Emergency procedures and the responsibilities of the Emergency Warden and other staff in case of emergencies are set out in the Critical Incident Response Policy and Procedure.

Workers’ Compensation

All employees, including part-time, temporary, and probationary employees, are eligible for workers’ compensation benefits in the event of an injury arising from, or in the course and scope of, their employment.

Injury procedure

The procedure to be followed if an injury occurs is as follows:

1. The employee’s injury will be brought to the attention of another employee who will summon the first aid officer;
2. The first aid officer will render any possible assistance and refer to medical professionals as needed, including calling an ambulance if the injury is severe;
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3. Once immediate danger has been averted, the incident will be reported by the submission of an incident report form bearing the signatures of the injured employee, a witness if the injury was witnessed and the first aid officer and'

4. The employee will be advised of their rights with regard to workers compensation and offered relevant documentation, forms and assistance in seeking independent advice.

5. The first aid officer will add the injury to the injury register database and attach the report to the record.

Total and permanent disability

If an employee suffers a disability, they will be encouraged to return to work. If their ability to perform their regular duties is impinged upon by their disability, IHM will endeavour to identify other work that they will be able to perform, so long as such work exists and doing so can reasonably be achieved whilst meeting obligations to students and other stakeholders.

If the disability makes it impossible for the employee to continue working, the employee’s position will be kept open at least long enough to meet legislated requirements and for significantly longer if possible whilst meeting other obligations. During this time, the employee will be paid all sick leave and annual leave that is owing to them.

If an employee’s disability is permanent to the extent that they will not be able to return to work in the foreseeable future, they will be paid all relevant entitlements and their employment will be terminated. They may reapply to work at IHM in the future if they become able to work once more and IHM will refer them to services to assist them with their disability such as medical facilities and CentreLink.

Reporting and addressing safety issues and hazards

Any IHM employee who becomes aware of a hazard that may threaten the health and safety of themselves, other employees or other stakeholders such as students who attend the workplace may:
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1. Take action, wherever possible, to remedy or reduce the risk. This includes affixing appropriate signage so as to deter others from placing themselves in danger;

2. Add the risk to the IHM Risk Register or;

3. If the hazard poses an immediate risk, notify appropriate staff or services to have it addressed.

Addressing actions that breach this policy

If an IHM staff member or board member becomes aware of an action on the part of another staff member or board member they will:

1. Immediately inform the person committing the action that it is in breach of this policy;

2. If the action does not immediately cease or if the nature of the action is such that it has already caused significant consequences, report the action in accordance with the procedures outlined in the Staff Misconduct Policy. Note: It is not obligatory to inform the person committing the action that it is being reported, as placing such an obligation on staff may cause reluctance to report, especially where the action is being committed by someone particularly influential.

Manual handling

IHM Staff will not attempt to lift or carry objects of sufficient weight to endanger their safety and wellbeing. Where an object of such weight is to be moved in the course of an employee’s work, that employee will:

a) Ask another employee for assistance so that the weight can be shared;

b) Use a mechanical lifting device such as a trolley or;

c) Leave the object where it is until a safe arrangement can be made for it to be moved.
If an object is considered light enough to be moved safely by an employee or group of two or more employees, appropriate lifting technique will be used so as to ensure minimum strain is placed on sensitive areas such as the spine.

**Health and Safety Training**

Each employee will complete an online OHS training module on an annual basis.

**Supplementary Information**

- **Related policies/procedures:** Not applicable
- **Benchmarking:** Not applicable
- **Supporting research and analysis:** Not applicable
- **Related documents:** Hazard/Accident/Incident Report Form
  Injury Register
- **Related legislation:** Work Health and Safety Act 2011 (NSW)
  Occupational Health and Safety Act 2004 (VIC)
  Work Health and Safety Act 2011 (Australia)
- **Guidelines:** Not applicable

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Responsibilities for Implementation
Quality Standards and Compliance Manager

Key Stakeholders
CEO
GM
Human Resource Manager

Date for Next Review
22/02/2016

Policies Superseded by this Policy
None

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Acknowledgement
In drafting this policy, IHM staff read and gained ideas from similar policies developed by:

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