



# Health and Safety Policy and Procedure

## 1 Background

The Menzies Institute of Technology (hereinafter known as the “Institute”) has a commitment to providing a safe and healthy working and learning environment that protects and promotes the wellbeing of the Institute community. The Institute recognises national and state laws and regulations, as well as international standards for health and safety in the working and learning environment.

## 2 Purpose

This policy outlines the approach taken by the Institute to ensure a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.

It ensures also compliance with Standard 6 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

## 3 Audience

This policy covers staff, students visitors and contractors across locations under the management or control of the Institute in relation to Institute’s activities and events.

## 4 Definitions

**Hazard:** refers to any potentially dangerous situation within the work/study environment provided by the Institute.

**Incident:** refers to an event or circumstance that leads – or could have lead - to unintended or unnecessary harm during a person’s participation in work and/or training activities with the Institute.

**Injury:** refers to any incident that causes harm to a person during their participation in work and/or training activities with the Institute.

**National Code:** refers to National Code of Practice for Providers of Education and Training to Overseas Students 2018.

**SRTOs:** refers to the Standards for RTOs 2015 – refer definition of ‘Standards’

**Standards:** refers to the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from [www.asqa.gov.au](http://www.asqa.gov.au)

## 5 Policy

### 5.1. Compliance

- 5.1.1 Through this policy and related procedure, the Institute meets the requirements of the Work Health and Safety Act 2011 (Cth) and the Occupational Health and Safety Act 2004 (Vic).
- 5.1.2 The Institute is committed to protecting staff and students from harm to health, safety and welfare through the elimination and/or minimisation of risks arising from work and study.
- 5.1.3 The Institute has appointed a Health and Safety Representative to liaise with individuals about health and safety matters and ensure the organisation’s compliance with health and safety requirements at all times.

### 5.2. Working Safely

- 5.2.1 All staff have a responsibility to work safely, take all reasonable care for their own health and safety and always consider the health and safety of others who may be affected by their actions.

5.2.2 The Institute encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.

5.2.3 All staff will receive induction into their role which will include information about workplace health and safety. Training and updates to information will be provided to staff on a regular basis.

### **5.3. Access to premises**

5.3.1 All staff and visitors are required to adhere to the Institute's access to premises procedures.

5.3.2 Students are informed of persons who may access the premises so as to maximise their safety.

### **5.4. Workplace, delivery site and home office inspections**

5.4.1 All work and training environments will be routinely inspected to identify safety risks, hazards and identify areas for improvement.

5.4.2 Staff who work from home are responsible for ensuring the environment they work in is safe and has hazards are controlled effectively.

### **5.5. Hazard identification and risk control**

5.5.1 All staff, students and other individuals are required to report any hazards and safety incidents as soon as they become aware of them.

5.5.2 The Institute will take immediate actions to respond to incidents, assess risks and control hazards where applicable in accordance with *MITP74 Risk Management Policy and Procedure*.

### **5.6. Incidents**

5.6.1 Staff and students are expected to immediately report any incidents that occur at work or during training that impact on an individual's health or safety.



### 6.3 Incident reporting

Procedure	Responsibility
<p><b>6.3.1 Workplace incidents</b></p> <ul style="list-style-type: none"> <li>▪ If an incident occurs in the workplace where there is an injury, an <i>Injury Incident Report</i> must be filled in.</li> <li>▪ In case of injury or risk of injury, the first person in attendance to a workplace injury should immediately call for help, seeking assistance from the Health and Safety Representative and an ambulance where needed.</li> <li>▪ <i>Injury Incident Reports</i> will be used as the basis of an investigation into the incident, if required.</li> <li>▪ All incidents should also be logged on the <i>Injury Incidents Register</i>.</li> <li>▪ All incidents are to be assessed for hazards that may lead to the incident recurring.</li> <li>▪ All critical incidents must be dealt in accordance with <i>MITP14 Critical Incident Policy and Procedure</i>.</li> </ul>	<p>Staff and Students</p> <p>Health and Safety Representative</p>

### 6.4 Risk assessment and hazard control

Procedure	Responsibility
<p><b>6.4.1 Identify and report hazards</b></p> <ul style="list-style-type: none"> <li>▪ All staff have a responsibility to report hazards in the workplace as they are identified. Students are also asked to report hazards that they notice.</li> <li>▪ All hazards must be reported using the <i>Hazard Identification Report</i>.</li> <li>▪ All reported hazards are to be recorded on the <i>Hazard Register</i>.</li> </ul>	<p>All staff</p> <p>Health and Safety Representative</p>
<p><b>6.4.2 Risk assessment and hazard control</b></p> <ul style="list-style-type: none"> <li>▪ For all hazards identified, a risk assessment will be conducted in accordance with <i>MITP74 Risk Management Policy and Procedure</i>.</li> <li>▪ All hazards must be controlled to ensure staff and students are not injured, do not become ill and there is no damage to property and equipment.</li> <li>▪ Risks identified through this process must be recorded on the <i>Risk Management Register</i>.</li> <li>▪ Hazards and their controls must be recorded on the <i>Hazard Register</i>.</li> </ul>	<p>Health and Safety Representative</p>

## 7 Review

This policy will be subjected to a review and updated every three years from the approval date. Exceptions to frequency of review can be made if necessary. Any person who wishes to enter a complaint concerning this policy may do so in accordance with the appropriate policies.

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<b>Related Policies/Documents:</b>	Work Health and Safety Act 2011 (Cth) Occupational Health and Safety Act 2004 (Vic) MITP14 Critical Incident Policy and Procedure MITP74 Risk Management Policy and Procedure MFAxx WHS Inspection Checklist MFRxx WHS Inspection Register MFAxx Injury Incident Report MFRxx Injury Incident Register MFAxx Hazard Identification Report MFRxx Hazard Register MFRxx Risk Management Register	
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<b>Version Number</b>	<b>Approval Date</b>	<b>Amendment</b>
1	22/11/2010	Creation of policy
2	09/07/2011	Amendment of clause 4
3	24/02/2012	Amendment of clause 4
4	03/03/2012	Amendment of clause 4
5	01/06/2012	Amendment of clause 4
6	01/06/2014	Completed review and updated review date
7	01/09/2016	Reviewed and updated the next review date
8	01/03/2017	Reviewed and updated the next review date
9	01/09/2017	Reviewed and updated the next review date
10	23/4/2019	Updated policy name and updated policy and procedure section.
11	23/04/2021	Updated and reviewed policy and update review date