

MENZIES INSTITUTE OF TECHNOLOGY

POLICY SUMMARY FOR STUDENTS

MITP20 - Health and Safety Policy and Procedure

VERSION: 13

LAST REVIEWED: May 2025

NEXT REVIEW: May 2028

PURPOSE OF THIS POLICY

This policy outlines how Menzies provides a safe and healthy environment for all students, staff, and visitors. We are committed to protecting your health, safety, and wellbeing through eliminating or minimizing risks during training activities. This policy ensures compliance with Australian work health and safety laws and VET regulatory requirements, covering physical safety, psychological wellbeing, emergency procedures, and support services.

KEY SECTIONS OF THE POLICY

1. Compliance and Commitment

Menzies meets requirements of the Work Health and Safety Act 2011, Occupational Health and Safety Act 2004 (Vic), Standards for RTOs 2025, and National Code 2018. We're committed to protecting students and staff from harm through risk elimination and minimization.

2. Working and Studying Safely

All students are expected to take reasonable care for their own health and safety and consider how their actions might affect others. You'll receive health and safety information during orientation, and we provide ongoing wellbeing support including mental health resources.

3. Premises Access and Security

We maintain clear access procedures to maximize safety. Emergency evacuation procedures are communicated to all students and visitors, with regular drills to ensure preparedness.

4. Hazard Identification and Risk Control

We conduct regular workplace inspections to identify hazards and risks. Students and staff are required to report any hazards or safety incidents immediately. We respond promptly to control identified hazards.

5. Incident Response and Emergency Management

We have comprehensive procedures for responding to incidents and emergencies. All incidents are investigated to prevent recurrence, and we maintain emergency procedures covering various scenarios.

UNDERSTANDING HEALTH AND SAFETY AT MENZIES

Your safety is our priority. Here's what you need to know:

- **Step 1: During Orientation**

You'll receive comprehensive health and safety information including how to report hazards or incidents, emergency evacuation procedures, location of emergency exits and assembly points, first aid facilities and personnel, and available wellbeing support services.

- **Step 2: Daily Safety Awareness**

Be aware of your surroundings and potential hazards. Follow all safety signs and instructions. Use equipment and facilities as instructed. Report any hazards, damaged equipment, or unsafe conditions immediately. Take care of your own safety and consider others around you.

- **Step 3: If You Identify a Hazard**

Report it immediately to your trainer, Student Services, or the Health and Safety Representative. Don't attempt to fix hazards yourself unless trained and authorized. Examples of hazards include spills on floors, damaged equipment, blocked exits, inadequate lighting, or psychological hazards like bullying.

- **Step 4: If an Incident Occurs**

Seek immediate help if injured or if someone else is injured. Report all incidents to staff immediately, even minor ones. Complete an incident report form (MFA81 Injury Incident Report). Seek medical attention if needed. The Institute will investigate and take steps to prevent recurrence.

- **Step 5: In an Emergency**

Follow emergency evacuation procedures as instructed. Proceed to the designated assembly point. Do not re-enter the building until authorized. Follow instructions from emergency wardens and emergency services.

KEY POINTS FOR STUDENTS

- ✓ Your safety and wellbeing are our top priority – report any concerns immediately
- ✓ Attend orientation to learn about safety procedures and emergency evacuation routes
- ✓ Take reasonable care for your own safety and the safety of others around you
- ✓ Report all hazards and incidents promptly – this helps us prevent future problems
- ✓ Know where emergency exits and first aid facilities are located
- ✓ Follow all safety signs, instructions, and procedures during practical training
- ✓ Access wellbeing support services if you're experiencing stress or mental health concerns
- ✓ Participate in emergency evacuation drills – they ensure preparedness for real emergencies

TYPES OF HAZARDS AND HOW TO REPORT THEM

Physical Hazards

These include slippery floors, damaged equipment, blocked exits, inadequate lighting, electrical hazards, or unsafe work areas. Report immediately to staff or use the MFA82 Hazard Identification Report.

Psychological Hazards

These include bullying, harassment, discrimination, excessive stress, or threatening behavior. Report to Student Services, your trainer, or refer to MITP21 Bullying, Harassment and Discrimination Prevention Policy or MITP22 Sexual Harassment Policy.

Environmental Hazards

These include extreme temperatures, poor ventilation, noise levels, or hazardous substances. Report to staff immediately so appropriate controls can be implemented.

Equipment Hazards

These include faulty equipment, missing safety guards, or equipment used incorrectly. Do not use faulty equipment – report it immediately and use alternative equipment if available.

INCIDENT REPORTING AND RESPONSE

What Is an Incident?

An incident is any event that leads (or could have led) to unintended or unnecessary harm. This includes injuries, near-misses, psychological incidents, and property damage.

Types of Incidents

- Injuries: Any physical injury during training activities
- Near-misses: Incidents that could have caused harm but didn't
- Psychological incidents: Events causing emotional or psychological harm
- Property damage: Damage to Institute or personal property

Reporting Process

- 1. Seek immediate help if you or someone else is injured**
- 2. Report to your trainer, Student Services, or the Health and Safety Representative**
- 3. Complete MFA81 Injury Incident Report form**
- 4. Seek medical attention if needed**
- 5. Cooperate with any investigation**

What Happens Next?

We will provide immediate first aid or medical attention if needed. We'll assess the incident and implement controls to prevent recurrence. The incident will be recorded in our Hazard, Inspection, Injury & Risk Register.

You'll be informed of the outcome and any preventive actions taken. For serious incidents, we'll follow MITP14 Critical Incident Policy and Procedure.

EMERGENCY PROCEDURES

Emergency Evacuation

If you hear the evacuation alarm or are instructed to evacuate, stop what you're doing immediately. Follow evacuation signs to the nearest safe exit. Walk quickly but don't run. Proceed to the designated assembly point. Do not collect personal belongings. Do not re-enter the building until authorized by emergency wardens. Report to the emergency warden at assembly point for roll call.

Fire Emergency

Activate the nearest fire alarm. Evacuate the building immediately. Call 000 if safe to do so. Do not attempt to fight the fire unless trained and it's safe to do so. Never use lifts during fire evacuation.

Medical Emergency

Call for help immediately. Contact first aid officers or emergency services (call 000 for ambulance). Do not move an injured person unless there's immediate danger. Provide first aid if trained and it's safe to do so. Stay with the person until help arrives.

Other Emergencies

For bomb threats, violent incidents, natural disasters, or other emergencies, follow instructions from staff and emergency services. Report to your assembly point for accounting and instructions.

WELLBEING SUPPORT

Physical Health Support

We provide information about accessing healthcare services, first aid facilities on campus with trained first aid officers, and reasonable adjustments for students with physical health conditions or disabilities (refer to MITP83 Reasonable Adjustment Policy).

Mental Health and Wellbeing Support

We recognize that mental health is as important as physical health. We provide access to counselling services (see MITP28 Student Support Services and Welfare Policy), information about external mental health services and support lines, confidential support for students experiencing stress or mental health concerns, reasonable

adjustments for students with mental health conditions, and a supportive learning environment that promotes wellbeing.

Support Services Contact

Student Services can connect you with appropriate wellbeing support. All conversations are confidential. You can access support without affecting your enrolment status.

External Support Services

- Lifeline: 13 11 14 (24/7 crisis support)
- Beyond Blue: 1300 22 4636 (mental health support)
- Kids Helpline: 1800 55 1800 (for students under 25)
- 1800 RESPECT: 1800 737 732 (sexual assault, domestic violence)
- Emergency: 000

SPECIFIC SAFETY CONSIDERATIONS

Practical Training and Workshops

Wear appropriate personal protective equipment (PPE) as instructed. Follow all safety procedures for equipment and machinery use. Never operate equipment you haven't been trained to use. Keep work areas clean and organized. Report any faulty equipment immediately. Attend safety briefings before practical sessions.

Work Placement

Your safety during work placement is paramount. Placement sites are assessed for health and safety compliance before approval. You'll receive safety information specific to your placement. Report any safety concerns at placement to Menzies immediately. Work placement providers must comply with WHS legislation. Refer to MITP78 Work Placement Agreement Policy for more information.

Laboratory and Simulation Environments

Special safety requirements apply in laboratory and simulation settings (such as nursing simulation labs). Follow all safety protocols and instructions from trainers. Wear required PPE at all times. Handle all equipment and materials as directed. Report spills, breakages, or incidents immediately.

International Student Considerations

International students receive information about safety and wellbeing in Australia during orientation. This includes personal security and safety, how to seek assistance, emergency procedures, and relevant safety

information about life in Australia. Refer to MITP28 Student Support Services and Welfare Policy for comprehensive international student support.

WORKPLACE INSPECTIONS AND MONITORING

Regular Inspections

Menzies conducts routine inspections of all training environments using MFA80 WHS Inspection Checklist. Inspections identify safety risks, hazards, and areas for improvement. Action is taken promptly to address identified issues.

Your Role in Inspections

You may be asked to provide feedback during inspections. Your input helps us identify and address safety concerns. Student feedback on safety is taken seriously and acted upon.

Third-Party Delivery Sites

If you're training at a third-party location, that site undergoes thorough safety assessment before approval and regular monitoring during use to ensure continued compliance with health and safety requirements.

HEALTH AND SAFETY RECORDS

What We Record

We maintain accurate records of workplace hazards, identified risks, workplace injuries and incidents, hazard reports and inspections, and safety performance data.

Why We Keep Records

Records help us identify trends and prevent future incidents. They support our continuous improvement process. They demonstrate compliance with regulatory requirements. They inform safety training and procedures.

Access to Records

Safety performance data is reviewed regularly and reported to our Governance and Risk Management Committee quarterly. Students can request information about safety records relevant to their training environment.

ADDITIONAL INFORMATION

Health and Safety Representative

Menzies has appointed a Health and Safety Representative who oversees health and safety matters, responds to safety concerns and incidents, ensures compliance with health and safety requirements, and reports to the Governance and Risk Management Committee on WHS matters.

Committee Oversight

The Governance and Risk Management Committee maintains oversight of health and safety matters, reviews performance metrics quarterly, and ensures continuous improvement in health and safety practices.

Safety Training

All staff receive health and safety training during induction with mandatory annual refresher training. Students receive safety information during orientation with additional training specific to practical training areas.

Integration with Other Policies

Health and safety connects with other Menzies policies including MITP14 (Critical Incident), MITP21 (Bullying, Harassment and Discrimination), MITP22 (Sexual Harassment), MITP28 (Student Support Services and Welfare), MITP74 (Risk Management), and MITP83 (Reasonable Adjustment).

CONTACT INFORMATION

For health and safety concerns, incidents, or support:

Student Services Officer: 1300 244 002, academics@menzies.vic.edu.au

First Aid Officers

Available on campus during operating hours

Locations posted on campus noticeboards

Emergency Services

Fire, Police, Ambulance: 000

24/7 Support Lines:

Lifeline: 13 11 14

Beyond Blue: 1300 22 4636

RELATED POLICIES

You may also want to read these related policies:

- MITP14 - Critical Incident Policy and Procedure
- MITP21 - Bullying, Harassment and Discrimination Prevention Policy
- MITP22 - Sexual Harassment Policy and Procedure
- MITP28 - Student Support Services and Welfare Policy and Procedure
- MITP74 - Risk Management and Financial Viability Policy and Procedure
- MITP83 - Reasonable Adjustment Policy and Procedure
- MITP78 - Work Placement Agreement Policy and Procedure

This is a summary only. The full MITP20 Health and Safety Policy and Procedure contains detailed procedures and responsibilities. You can request the full policy from Student Services.

Document Reference: MITP20 Health and Safety Policy and Procedure V13

Summary Version: 1.0

Summary Date: November 2025