

## OCCUPATIONAL HEALTH & SAFETY POLICY

<b>Approving authority</b>	Governing Board
<b>Purpose</b>	Oxford Institute of Higher Education recognizes its legal, ethical and moral responsibilities to prevent work related injury and illness and is committed to providing safe places of work that do not place the health and safety of any person at risk.
<b>Responsibility Officer</b>	Vice President
<b>Next scheduled review</b>	June 2021
<b>Document Location</b>	<a href="http://www.oxford.edu.au/higher-education/policies-and-procedures/">http://www.oxford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Position Descriptions Human Resources Policy and Manual Oxford Emergency Procedures Critical Incident Policy and Procedures

### 1. PRINCIPLES

Oxford Institute of Higher Education (hereafter referred to as “the Institute”) recognises its obligations under the Victorian Occupational Health and Safety Act 2004 and the corresponding regulations, compliance codes and non-statutory guidance. The Institute has the responsibility for maintaining a safe, healthy working environment and every effort will be made to provide working conditions conducive to the well-being of employees. The Institute is committed to the provision of a working environment which protects the health and safety of employees, contractors, students and visitors.

### 2. SCOPE

This policy and procedures apply to all staff, contractors, students and visitors.

### 3. DEFINITIONS

#### **Incident**

With regards to health and safety, an unplanned event related to a person resulting in or potential for injury/ill health or other loss (including dangerous occurrences and system failures)

#### **Hazard**

With regards to health and safety, a situation unrelated to a person with potential for harm; human injury/ill health, property damage, environment (includes dangerous occurrences and system failures)

#### **Disease**

Any physical or mental ailment, disorder, defect or morbid condition whether of sudden or gradual development. The aggravation, acceleration, exacerbation or recurrence of any pre-existing disease. (*Workplace Injury Rehabilitation and Compensation Act 2013* [Vic]).

#### **Corrective actions**

Action to eliminate the cause of a nonconformity and prevent recurrence.

### 4. POLICY

- 4.1 the Institute will take all reasonable and practicable steps to ensure the safety of all its employees, students and contractors by providing an occupational environment which minimises the possibility of accidents and work related ill effects, including:
- providing systems of work that ensure the identification and control of workplace hazards and compliance with regulatory requirements;

- implementing arrangements for the safe use, handling, storage and transport of chemicals and other dangerous goods (when applicable);
- maintaining the workplace in a safe condition (such as ensuring fire exits are not blocked, emergency equipment is serviceable, and the worksite is generally tidy);
- providing workers and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas).

4.2 the Institute will ensure that all staff are undergo an induction program that includes:

- local emergency procedures and introduction to fire wardens;
- knowledge of First aid kits and first aiders; and
- specific hazards associated with, but not limited to; work processes, equipment, chemicals, electrical, environmental, material and program design hazards;
- signing the Institute's code of conduct.

4.3 the Institute is committed to developing, implementing and reviewing health and safety information, instructions and training that will ensure:

- all staff understand their duties under occupational health and safety legislation;
- all staff are familiar with their responsibilities for health and safety at the Institute and can perform their work safely and without risks to health;
- all managers/supervisors have an understanding of and the ability to implement the Institute's occupational health and safety policies and procedures;
- those with specific health and safety responsibilities are given appropriate training.

4.4 in the event of a work related injury or illness the Institute will support for those whose health has been affected and take the corrective actions to ensure that it is, as far as possible, not able not happen again.

4.5 all workers, employees, contractors and students, have a duty of care to ensure that they conduct themselves in a manner that is not harmful to their own health and safety and the health and safety of others.

4.6 the Institute will maintain appropriate work cover and other insurance.

4.7 the Institute will ensure that Occupational Health and Safety risk will be included in the Institute's risk register.

## **5. QUALITY ASSURANCE**

To ensure that policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## **6. FEEDBACK**

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

## **7. ACKNOWLEDGEMENT**

This policy has initially been developed based on good practice in other higher education providers including RMIT

*Other sources* include:

Occupational Health and Safety Act 2004  
WorkSafe Victoria

## 8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	June 2014	Initial issue	GB
2.0	June 2018	Internal review	GB
Related legislation/ regulation/standard	Occupational Health and Safety Act 2004		