

OCCUPATIONAL HEALTH AND SAFETY POLICY

Approving authority	Governing Board
Purpose	Ozford 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.
Responsibility Officer	President and CEO
Next scheduled review	September 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Emergency Management Plan Critical Incident Policy and Procedure Human Resources Policy and Procedure (Manual) Risk Management Framework Staff Professional Development Policy and Procedure

1. PRINCIPLES

Ozford 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 must:

- eliminate risks to health and safety, so far as is reasonably practicable; or
- reduce risks to health and safety, so far as is reasonably practicable, if it is not reasonably practicable to eliminate the risks

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 applies to all staff, students, contractors and other personnel at locations under the management or control of the Institute.

3. DEFINITIONS

Corrective actions

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

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]).

Emergency

Any sudden danger that requires an immediate response to prevent severe injury, illness, damage or distress.

Examples include:

- uncontrolled fires;
- life threatening injuries and illnesses, and the threat of such injuries and illnesses;
- serious spillages or releases of dangerous chemicals.

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)

Health and safety issue

Any condition or event associated with the work of the Institute that is, or is perceived to be, hazardous.

Incident

Any unplanned event that causes (or has the potential to cause) an injury or illness to any person and/or damage to equipment, buildings, plant or the natural environment. Incidents range from minor incidents to serious incidents, emergencies and critical incidents.

Injury or illness

Any physical or mental harm incurred by any person (called casualty) whilst present on Institute premises or engaged in Institute activities. It includes the recurrence or aggravation of any pre-existing injury or illness, and any illness that becomes apparent while in an Institute environment, even if unrelated to the Institute.

Reasonably practicable

To decide what is 'reasonably practicable' the Institute must do what a reasonable person would do, using 'reasonably practicable' measures. Before deciding what is reasonably practicable, the Institute must take into account:

- the likelihood of a hazard or risk occurring – that is, the probability of a person being exposed to harm
- the degree of harm that would result if the hazard or risk occurred
- what the person concerned knows or ought reasonably know about the hazard or risk and any ways of eliminating or reducing that hazard or risk
- the availability and suitability of ways to eliminate or reduce the hazard or risk
- the cost of eliminating or reducing the hazard or risk

Serious incident

An incident which results in:

- the death of any person; or
- a person requiring medical treatment within 48 hours of being exposed to a substance; or
- a person requiring immediate hospital treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for:
 - amputation;
 - serious head injury;
 - serious eye injury;
 - separation of skin from underlying tissue (for example degloving or scalping);
 - electric shock;

- spinal injury;
- loss of bodily function; or
- serious laceration.

It also includes dangerous occurrences which seriously endanger the lives or the health and safety of people in the immediate vicinity. Such dangerous occurrences include:

- collapse of a building or structure;
- implosion, explosion or fire;
- escape, spillage or leakage of substances.

4. POLICY

4.1 The Institute recognises that it has a duty to protect the health and safety of employees while at work by providing and maintaining a working environment that is safe and without risks to health. The Institute also has responsibility for contractors' employees for matters over which the Institute has, or should have, control.

4.2 The Institute will take all reasonable and practicable steps that is consistent with the nature and scale of its operations 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:

- maintaining the workplace in a condition that is safe and without risks to health, including space, layout, security, lighting, ventilation and noise control such as ensuring fire exits are not blocked, emergency equipment is serviceable, and the worksite is generally tidy);
- providing and maintaining safe equipment so that all equipment is suitable for the purpose and maintained in a safe condition;
- arranging safe systems of work including work processes and safe operating procedures, work arrangements, the pace of work and procedures to prevent and manage fatigue, occupational stress and violence;
- putting in place procedures for the safe use, handling, storage and transport of equipment and any substances;
- providing adequate facilities for the welfare of employees, such as drinking water, toilets, eating areas and first aid; and
- providing employees with the information, instruction, training and supervision necessary for them to do their jobs safely and without risks to health.

4.3 The Institute will take whatever action is reasonably practicable to:

- monitor the health of employees including collection and review of incident and injury data;
- monitor workplace conditions such as measuring air quality there is potential exposure to dust or fumes and monitoring workloads and fatigue;
- provide information about health and safety in a way that is suitable for employees, both in terms of the language used and the style of presentation;
- keep information and records on employees' health and safety;
- provide employees with the details of the Executive Management team to contact to make an enquiry or complaint about health and safety;
- employ or contract people with OHS qualifications to advise on employees' health and safety if workplace circumstances may require a consultant hygienist to monitor lead levels or an ergonomist to advise on manual handling risks.

- 4.4 The Institute will consult with employees, so far as is reasonably practicable, on issues that may directly affect their health and safety, especially when:
- identifying or assessing hazards or risks
 - making decisions about controlling the risks
 - deciding on the adequacy of facilities for employees
 - developing procedures to resolve OHS issues
 - developing procedures regarding employee consultation, the monitoring of employees' health and workplace conditions and for providing information and training to employees
 - determining the membership of health and safety committees
 - proposing changes to how work is done or changes to the workplace, plant, substances or other things used at the workplace
- 4.5 The consultation with employees must involve:
- sharing information with employees about their health, safety and welfare
 - giving employees a reasonable opportunity to express their views
 - taking into account employees' views and contributions
- 4.6 The Institute is committed to developing, implementing and reviewing health and safety information, instructions and training that will ensure:
- 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. The information will include:
 - emergency procedures and an introduction to the fire wardens;
 - how to access First aid kits and first aiders; and
 - any specific hazards associated with, but not limited to; work processes, equipment, chemicals, electrical, environmental, material and program design hazards; and
 - signing the Institute's code of conduct.
 - 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.
- 4.7 All 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.
- 4.8 All employees, contractors and students must cooperate with the Institute's efforts by:
- following the workplace safety policies and procedures
 - attending health and safety training and following the instructions and advice provided;
 - using equipment supplied by the employer as instructed;
 - helping to prevent risks to workplace health and safety by notifying the employer of any hazards.
- 4.9 All employees, contractors and students must not intentionally or recklessly interfere with or misuse anything the employer has provided in the interests of workplace health, safety or welfare. For example, they must not:
- remove or bypass safety devices; or
 - set off a building alarm or use a fire extinguisher for purposes other than putting out fires.

- 4.10 The EMT must ensure that contractors who carry out work requiring specialist licences, registrations, permits or certificates of competency are properly qualified, experienced and supervised.
- 4.11 The EMT has responsibility for addressing any workplace risks identified by employees or contractors.
- 4.12 The Institute will maintain appropriate work cover and other insurance.
- 4.13 The Institute will ensure that Occupational Health and Safety risk is included in the Institute's **Risk Management Framework** as a risk in the risk register.
- 4.14 This policy will be made accessible on the Institute's website.

Duties relating to incidents

- 4.15 If there is a workplace incident, the Institute's **Critical Incident Policy and Procedure** will be followed.
- 4.16 The Institute must notify WorkSafe immediately after becoming aware of an incident that results in the death or serious injury of a person. Serious injuries include those that require:
- medical treatment within 48 hours of exposure to a substance
 - immediate treatment in hospital as an in-patient
 - immediate medical treatment for the following injuries: amputation, serious head or eye injuries, separation of skin (eg scalping), electric shock, spinal injury, loss of bodily functions or serious laceration
- 4.17 The Institute must also notify WorkSafe of incidents that expose a person to a serious risk to their health or safety emanating from an immediate or imminent exposure to:
- an uncontrolled escape, spillage or leakage of any substance, including dangerous goods within the meaning of the Dangerous Goods Act 1985, or
 - an implosion, explosion or fire, or
 - electric shock, or
 - the fall or release from a height of any plant, substance or thing, or
 - the collapse, overturning, failure or malfunction of, or damage to, any plant, including plant in relation to a mine, that is prescribed by the Occupational Health and Safety Regulations 2017 (OHS Regulations), or the design of which must be registered in accordance with the OHS Regulations, or
 - the collapse or partial collapse of a building or structure.
- 4.18 Where a notifiable incident has occurred, the site of the incident must not be disturbed until an inspector arrives or when directed by an inspector. This requirement does not apply where a site has to be disturbed to protect the health and safety of a person, to aid an injured person or to take essential action to make the site safe.
- 4.19 Within 48 hours of the notification, the Institute must also give a written record of the notifiable incident to WorkSafe and retain a copy of the record for 5 years. The Institute must make copies available for:
- a WorkSafe inspector
 - the person affected by the incident or their representative
 - the HSR for the affected DWG, if there is one

- the members of the health and safety committee, if there is one

4.20 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.

Reporting

4.21 The EMT has responsibility for reporting all OHS incidents to the Governing Board.

4.22 The Audit and Risk Committee and the Governing Board will review the Risk management framework annually including OHS risk identification and mitigation.

4.23 The Governing Board will ensure that OHS reporting occurs by having a standing item in the agenda.

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 was developed with reference to the following:

- University of Melbourne, Health and Safety Policy, 2021 ([Health and Safety Policy \(unimelb.edu.au\)](https://unimelb.edu.au/health-safety-policy))
- Federation University, Health and Safety Policy , 2023 (https://policy.federation.edu.au/corporate_governance/risk_health_and_safety/health_safety/ch01.php)
- WorkSafe Victoria resources and information for the Education sector ([Education | WorkSafe Victoria](https://www.worksafe.vic.gov.au/education))

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	June 2014	Initial issue	GB
2.0	June 2018	Internal review	GB
3.0	September 2023	Internal review	GB
Related legislation/ regulation/standard	Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 (Vic) Dangerous Goods Act 1985 (Vic) Workplace Injury Rehabilitation and Compensation Act 2013 [Vic].		

Note:

GB = Governing Board