



Policy Number OP005

## OCCUPATIONAL HEALTH & SAFETY POLICY

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### 1. Rationale

Ormond College seeks to provide and maintain a safe and healthy working environment for residents and staff, and a safe and secure environment for contractors and other visitors to the College.

### 2. Policy Guidelines

#### 2.1 College Responsibility

To fulfil this responsibility the College seeks to:

- 2.1.1 Provide and maintain a safe environment and systems of work, so far as reasonably practicable.
- 2.1.2 Take all reasonably practicable steps to identify, assess and eliminate or control any known or potential risks to residents, staff, and visitors.
- 2.1.3 Maintain the premises in a safe condition that is conducive to good health.
- 2.1.4 Encourage the early reporting of any symptoms of an injury or disease related to the work we undertake.
- 2.1.5 Implement and monitor procedures for the safe use, handling, and storage of plant, equipment and substances.
- 2.1.6 Provide information, training, protective clothing, other safety equipment and supervision to ensure that all staff can work safely.
- 2.1.7 Investigate all incidents, accidents, injuries or near misses to identify their cause(s) and attempt to prevent them happening again.
- 2.1.8 Ensure that compliance with all relevant Acts, Regulations and Codes of Practice is the minimum acceptable standard at the College.
- 2.1.9 Consult with residents and staff (as required by legislation) to ensure the effective operation of this policy and to ensure that health and safety issues are promptly addressed and regularly reviewed.
- 2.1.10 Occupational health and safety legislation applies equally to physical and mental health.

This policy will be periodically revised, to ensure consistency with the College's stated health and safety objectives and with relevant legislation.

#### 2.2 Individual Responsibility

- 2.2.1 All members of the community in the first instance are responsible for their own health and safety and for the health and safety of those working and living around them.
- 2.2.2 Everyone is required to:



- comply with all regulations and lawful and reasonable directions of the College regarding safety issues;
- follow safe working practices and use protective clothing and other safety equipment where it is required.
- adhere to instructions provided either by their supervisors or managers or contained in the College's policies relating to health and safety.
- immediately report potential and actual hazards and any unsafe work practices or equipment to the Director of Operations, or to a member of the OH&S Committee.
- not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety.
- behave in a manner which ensures your health and safety and that of other people.
- encourage others to create and maintain a safe and healthy environment at the College; and
- co-operate with others to enable the achievement of health and safety responsibilities at the College.

2.2.3 The College seeks the co-operation and active participation of everyone to ensure the effectiveness of the Occupational Health & Safety Program.

### 2.3 Responsibilities of Staff, Supervisors and Managers

2.3.1 Staff have a responsibility to:

- adhere to safe work practices, instructions, and rules.
- cooperate with the College so that it may conform and comply with its legal obligations.
- comply with policies and procedures relating to workplace safety.
- immediately report any accident, incident, or hazard in the workplace.
- immediately report any unsafe work practice, condition, or equipment.
- immediately report any event that could have caused an injury (a near miss)
- not intentionally or recklessly interfere with, misuse, damage or refuse to use anything provided in the interest of occupational health and safety or welfare.
- perform all work duties in a manner which ensures as far as reasonably practicable individual health and safety and the safety of all other staff.
- encourage fellow staff to create and maintain a safe and healthy work environment; and
- co-operate with all other staff to enable the health and safety responsibilities of all staff be achieved.

2.3.2 Supervisors have a responsibility to:

- ensure that all areas of the College under their control and supervision are safe and without risks to health - the supervisor will always be held accountable for identifying any unsafe or unhealthy conditions or behaviour.
- ensure that the behaviour of all persons under their control and supervision is safe and without risks to health; attempt to remedy all problems relating to occupational health and safety at the College. If the supervisor does not have the authority to fix the problem, they will be held accountable for reporting the matter promptly - together with any recommendations for remedial action - to the Manager, Director of Operations or to a member of the OH&S Committee, who do have the necessary authority.



- report all incidents and near-miss events within 24 hours of the incident occurring. All reports need to be made to the Duty Manager.

#### 2.3.3 Management has a responsibility to:

- identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property.
- ensure the relevant Acts and Regulations that apply to working conditions, the work and living environment of the College are observed and enforced.
- encourage consultation in addressing safety issues.
- design, purchase, install and maintain a safe site and machinery.
- develop and implement safe systems of work; and
- provide adequate safety information, training, and supervision.

2.3.3 Non-compliance with any aspect of this Policy by staff (including supervisors and managers) will be viewed as a serious matter. Where a staff member is not acting responsibly and is causing an unsafe situation in the workplace, disciplinary action including summary dismissal may result.

## 2.4 Formation and Responsibilities of the OH&S Committee

### 2.4.1 Formation of the OH&S Committee

- The committee members will include the Director of Operations, Head of Property Services and the Associate Director of People and Capability (the **Executive Members**), one of whom will chair the committee.
- The rest of the committee is made up of a representative from every other Ormond College Department other than those listed above.
- Any member of a department is eligible to represent their department on the OH&S Committee. In the situation where more than one member of a department wishes to represent their department, the Executive Members will decide on the eventual representative or an election within the department will be held.

### 2.4.2 Responsibility of the OH&S Committee

- The committee needs to meet regularly and conduct at least 6 meetings throughout the year.
- Each committee member is to bring up any issues they are aware of or have been made aware of.
- The OH&S Committee must ensure any issue raised during meetings is followed up on and rectified in a timely manner.
- Minutes are to be kept and a copy emailed to the OH&S Representatives and all Senior Management Team for them to distribute amongst their department.

## 2.5 Incident Reporting and Follow Up

### 2.5.1 Incident Reporting



- All incidents must be reported to the Duty Manager as soon as possible after they occur, and an incident form must be completed within 24 hours of the incident occurring.
- The Duty Manger will then send a copy of the incident report to the Executive Members of the OH&S Committee for their review, action and follow up if required.
- All incidents will be reviewed at the OH&S committee. No names of those involved will be disseminated.