

FSP004 Occupational Health and Safety Policy

Policy name	Occupational Health and Safety Policy
Policy number	FSP004
Date approved	23 February 2017
Approving body	The Cairnmillar Institute Council
Responsible officer	Executive Director
Implementation officer	Head of Corporate Services
Next review date	February 2019
Linked policies	Safe Work Study Environment Policy Incident/Injury/Hazard Policy
Linked forms	Critical Incident/ Injury/Accident report form Register of Injuries, Incidents and Near Misses

Purpose of the policy

The Cairnmillar Institute (the Institute) Council recognises its moral and legal responsibility to provide a safe and healthy work environment for all employees, students, contractors, clients and visitors. The Council's commitment to Occupational Health and Safety (OHS) extending to ensure the Company's activities will not place the community at risk of injury, illness or property damage.

The Institute must make every endeavour to provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

Scope

All Institute employees, volunteers, contractors and visitors.

Policy

The Institute is committed to the provision of a safe and healthy work environment for all employees, volunteers, contractors and visitors through a commitment to action in line with relevant Occupational Health and Safety legislation, compliance codes and appropriate standards, by;

- Providing an environment that promotes and supports the physical and psychological health and wellbeing of employees in the workplace in line with Institute values of Respect, Integrity, Professionalism, Collaboration and Compassion and the Institute Code of Conduct;
- Maintaining a process of continuous improvement of the safety management framework, systems and processes ensuring safety practices are maintained;
- Ensuring staff are appropriately trained and educated in the area of OHS in line with position accountability and responsibilities including individual obligations to personal safety;
- Reflecting OHS expectations within position descriptions, performance development and planning processes
- Reporting on OHS performance targets at the organisational, divisional, and departmental levels;
- Evaluate OHS performance through analysis of organisational data of best practice and benchmarking with industry peers;
- Providing facilities, equipment, resources and services to enable employees to perform their role safely;
- Regularly communicating with staff in relation to OHS initiatives and programs that support a workplace health and safety culture.
- Ensuring OHS is an integral part of all Institute management systems and core operations

To do this, The Institute must:

- develop and maintain safe systems of work, and a safe working and learning environment
- consult with staff and students and health and safety reps on safety
- provide protective clothing and equipment as required, and enforce its use
- provide information and training for staff and students to assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks
- remove unacceptable risks to safety
- provide staff, students and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas).

Everyone in the work and learning environment must take responsibility for ensuring health and safety.

All persons responsible for the work activities of other employees are accountable for:

- identifying practices and conditions that could injure staff, students, clients, members of the public or the environment
- controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
- making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
- making sure PPE is maintained and working properly

The Institute demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

Governance

The Institute governance of Occupational Health & Safety is managed specifically by an OHS Committee structure, reporting through to the Institute Executive and Council. A TOR for the Committee is on the M drive.

Responsibilities

The Institute must:

- Provide safe plant and systems of work that prevent any risk of lost time injuries.
- Provide written procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements and current industry standards

- Provide information, instruction, training and supervision to employees, contractors and customers to ensure their safety
- Provide support and assistance to employees.
- Review Accident and WorkCover claims statistics to monitor the number & frequency of Lost Time Injuries and the results of Risk Management efforts of each Site.
- Continually endeavour to reduce the number and severity of injuries sustained at each site.

Implementation

Managers and supervisors

Every supervisor and member of management is accountable for implementing this policy in their area of responsibility. Their management of OH&S being an assessed component of their annual performance reviews.

Managers are responsible for:

- Provision and maintenance of safe workplaces and safe work practices
- Involvement in the development, promotion and implementation of health and safety policies and procedures
- Training employees in the safe performance of their assigned tasks
- The provision of resources to meet the health and safety commitment

Staff, students, clients and contractors are required to:

- Follow all health and safety policies and procedures
- Report all known or observed hazards to their immediate supervisor or manager
- Take all steps within their control to maintain their own health & safety and the health and safety of others.
- Operate plant & equipment in a safe and responsible manner.
- Wear appropriate personal protective equipment.
- Before operating an unfamiliar item of plant, read operating instructions provided and ask your supervisor for instruction if you are unsure.

Application of the policy

This policy is applicable to the Institute in all its operations and functions including those situations where staff are required to work off site.

Injury procedure

1. The first priority is medical attention. The injured person or nearest colleague must contact one of the Institutes first aiders. For a serious injury also call an ambulance.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager using the Incident/Injury/Hazard form.
3. On receipt of this form the manager must write a report in the Register of Injuries, Incidents and Near Misses.
4. The Institute must let the injured employee know in writing that the Institute has received notification of any injury or illness reported in the Register.

The Head of Corporate Services must report serious injuries to WorkSafe immediately.

Workers' compensation

All employees may be eligible for workers' compensation benefits if injured while at work.

Consultation

The Institute is committed to consultation and co-operation between management, staff, students and clients. The Institute will consult with elected employee health and safety representatives and staff in any workplace change that will affect the health and safety of any of its staff, students or clients.

Alcohol and drugs

The Institute is concerned by factors affecting the ability of staff, students and clients, to safely and effectively work, study and receive services to a satisfactory standard. The Institute recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

The Institute must do its utmost to create and maintain a safe, healthy and productive workplace for all employees. The Institute has a zero tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal. The Institute does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal.

The Institute, at times, makes alcohol available to staff over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the employee. Driving over the legal limit or under the influence of illicit drugs is illegal.

Manual handling

It is the Institute's policy to provide all employees with a safe and healthy workplace by identifying, assessing and controlling manual handling risks.

While management is responsible for the health, safety and welfare of all staff, all staff must report potential and actual manual handling hazards.

Staff are not permitted to lift or manually handle items larger or heavier than they can easily support. If staff are in any doubt, they must ask for help.

Smoking

The Institute has a non-smoking policy. Smoking is not permitted in any part of the Institute's property or tenancies at any time.