



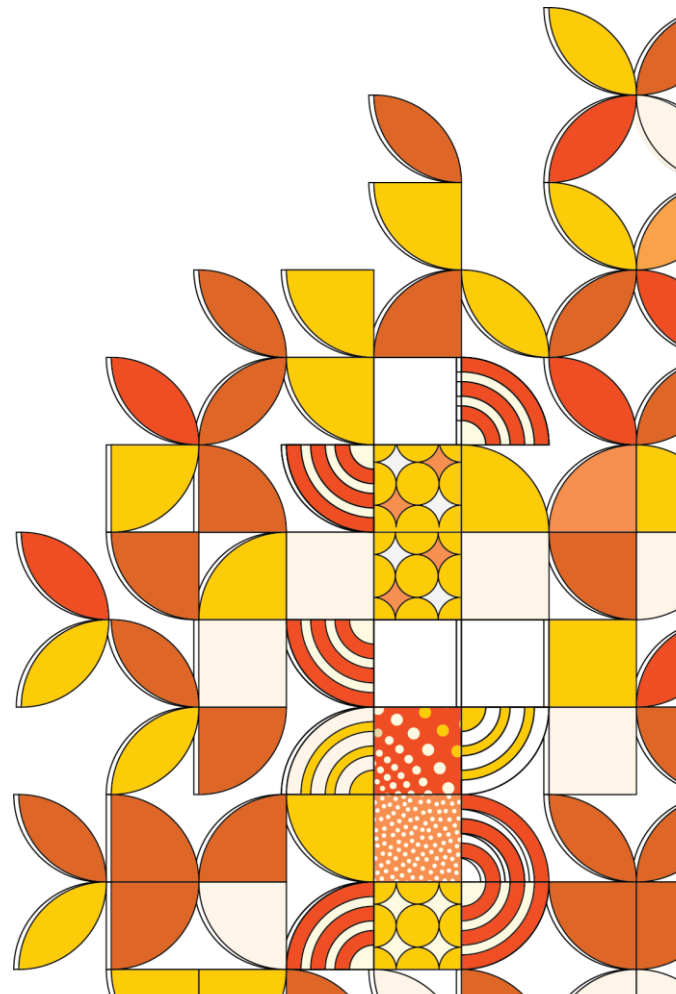
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Health and Safety Procedure



SECTION 1

Purpose

1. The objective of this policy is to define the Institute of Health and Management (IHM)'s commitment to providing a safe and healthy working and learning environment.

Scope

2. This policy applies to all staff, students, contractors and visitors at all IHM sites and managed activities.

Definitions

3. As per the IHM Glossary Dictionary.

SECTION 2

Responsibilities

4. Health and safety is the responsibility of ultimately everyone within the workplace.
5. Each employee shall complete an online OHS training module on an annual basis.
6. IHM staff, students, contractors and visitors will:
 - a) be responsible for their own safety, and for fellow work colleagues and students, by always operating in a safe, respectful and appropriate manner, while attending IHM workplaces
 - b) report all hazards and incidents as soon as possible
 - c) identify, communicate and support measures to eliminate or minimise unsafe conditions.
7. All persons responsible for the management and supervision of others are responsible for the health and safety standards of the working environment at IHM; and the health and safety of staff, students, and visitors under their supervision/or management.
8. All persons responsible for the management and supervision of others are responsible for advising people under their supervision of appropriate support services available in relation to any incident.
9. When staff are undertaking work from home or at a remote location, the staff member is responsible for ensuring the environment they enter is free from risk and occupational health and safety hazards.
10. IHM staff and students who identify a risk to health and safety are responsible for reporting it to the Campus Manager.
11. IHM staff and all members of governing bodies are responsible for managing, eliminating, or mitigating reported risks.

Procedures

12. **Health and Safety Training**
 - 12.1 Each employee shall complete an online OHS training module on an annual basis.
 - 12.2 IHM will ensure Emergency Wardens and First Aid Officers are appropriately trained.
13. **Workplace Health and Safety Inspections**
 - 13.1 Each Campus Manager will conduct annual workplace inspections using the Workplace Health & Safety Checklist.
 - 13.2 Any hazards identified are to be reported using the Hazard Report Form.
14. **Identification and Control of Hazards**

- 14.1 All staff have a responsibility of reporting hazards and perceived risks to health and safety.
- 14.2 Potential or actual workplace hazards are to be reported to the Campus Manager using the Hazard Report Form.
- 14.3 The Campus Manager will take appropriate actions to control the identified hazard in accordance with the Health and Safety Policy and will maintain the Hazard Register for all identified hazards.
- 14.4 Any risk ratings are to be added to the Risk Management Plan.

15. **Workplace Incidents/Injuries**

- 15.1 Where an injury is sustained at an IHM campus:
 - a) the employee/student/visitor/contractor shall inform an IHM employee of the incident, who will then summon the first aid officer
 - b) the first aid officer shall render any possible assistance and refer to medical professionals as needed, including calling an ambulance if the injury is severe
 - c) once the immediate danger has been averted, the incident shall be reported by the submission of an Incident/Injury Report Form bearing the signatures of the injured employee, a witness (if available) and the first aid officer
 - d) injured employees shall be advised of their rights regarding workers' compensation and offered relevant documentation, forms, and assistance in seeking independent advice
 - e) the first aid officer shall add the injury to the Incident/Injury Register and attach the report to the record.
- 15.2 The Campus Manager will use the information reported to conduct an investigation of the injury/incident.

16. **Incident/Injury during Business-related Travel**

- 16.1 Where an employee is travelling for the purposes of business (domestic or international), any injury sustained shall be reported as soon as practicable, seeking medical assistance where necessary and informing the relevant senior manager.

17. **Reporting Other Health, Safety and Wellbeing Issues**

- 17.1 Other health, safety and wellbeing issues in the workplace (apply to staff, students, contractors and visitors) include:
 - a) Harassment and bullying (including cyber bullying)
 - b) Sexual assault and sexual harassment
- 17.2 Any staff member who is a victim, or who witnesses or becomes aware of such issues shall bring the matter to the Campus Manager where appropriate action can be undertaken according to relevant IHM policy and procedure.
- 17.3 Students who are victims, or who witness or become aware of such issues shall bring the matter to an academic staff member, who is then responsible for informing the Campus Manager (who will then undertake the relevant actions).

18. **Manual Handling procedure**

- 18.1 IHM Staff shall not attempt to lift or carry objects of sufficient weight to endanger their safety and well-being. Where an object of such weight is to be moved in the course of an employee's work, that employee shall:
 - a) Ask another employee for assistance so that the weight can be shared;
 - b) Use a mechanical lifting device such as a trolley or;
 - c) Leave the object where it is until a safe arrangement can be made for it to be moved.

- d) If an object is considered light enough to be moved safely by an employee or group of two or more employees, an appropriate lifting technique shall be used to ensure minimum strain is placed on sensitive areas such as the spine.

19. Addressing Actions that Breach this Policy and Procedure

19.1 If an IHM staff member or board member becomes aware of an action on the part of another staff member or board member, they shall:

- a) Immediately inform the person committing the action that it is in breach of this policy;
- b) If the action does not immediately cease or if the nature of the action is such that it has already caused significant consequences, report the action by the procedures outlined in the Staff Misconduct Policy.

19.2 Note: It is not obligatory to inform the person committing the action that it is being reported, as placing such an obligation on staff may cause reluctance to report, especially where the action is being committed by someone particularly influential.

20. Referral to Support Services

20.1 IHM will ensure that staff and students are adequately supported after their event and are informed of all relevant support services available to them.

21. Record Keeping Requirement

21.1 The outcomes and details of all incidents will be saved for record-keeping purposes for at least two (2) years after the incident.

SECTION 3

Associated Information

Related Documents	Internal	<ul style="list-style-type: none"> • Workplace Health & Safety Checklist • Workplace Hazard Report • Hazard Register • Incident/Injury Report Form • Incident/Injury Register • Risk Management Plan • Staff Misconduct Policy • IHM Cyber Safety and Security Policy • Bullying and Harassment Policy and Procedure • Sexual Assault and Sexual Harassment Policy and Procedure • Critical Incident Response Policy and Procedure • Student Support Services Policy and Procedure • Online OHS training module
Related Standards, and Codes	Legislation,	<ul style="list-style-type: none"> • HESF (2021). Higher Education Standard Framework - Domain 2: Learning Environment • Work Health and Safety Act 2011 • Occupational Health and Safety Act 2004 (VIC) • Work Health and Safety Act 2011 (NSW) • Work Health and Safety Act 2020 (WA)
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Responsible Department	People and Culture
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Change History

Version Control		
Change Summary	Date	Amendment Details (short description)
1.1	22/02/2013	Approved by the Board of Governors
1.2	23/11/2013	The new version approved by the Board of Governors
1.3	12/02/2022	Template revision, Grammatical errors corrected, renamed the policy from "Occupational Health and Safety Policy and Procedure" to "Health and Safety Policy for Staff."
1.4	21/02/2023	<ul style="list-style-type: none"> Responsibility of the policy implementation has been changed from Quality Standards and Compliance Manager to Human Resource Manager and the committee to approve the said policy shall be EMC. Grammar corrections. Changed to new template.
2.0	19/10/2023	Major Revision <ul style="list-style-type: none"> Updated to new template All-inclusive policy for staff and students Simplification of content where existing IHM policies and procedures are in place (Bullying and Harassment, Sexual Assault and Harassment, Cyber Safety and Security) Inclusion of incidents/injuries whilst on business-related travel