



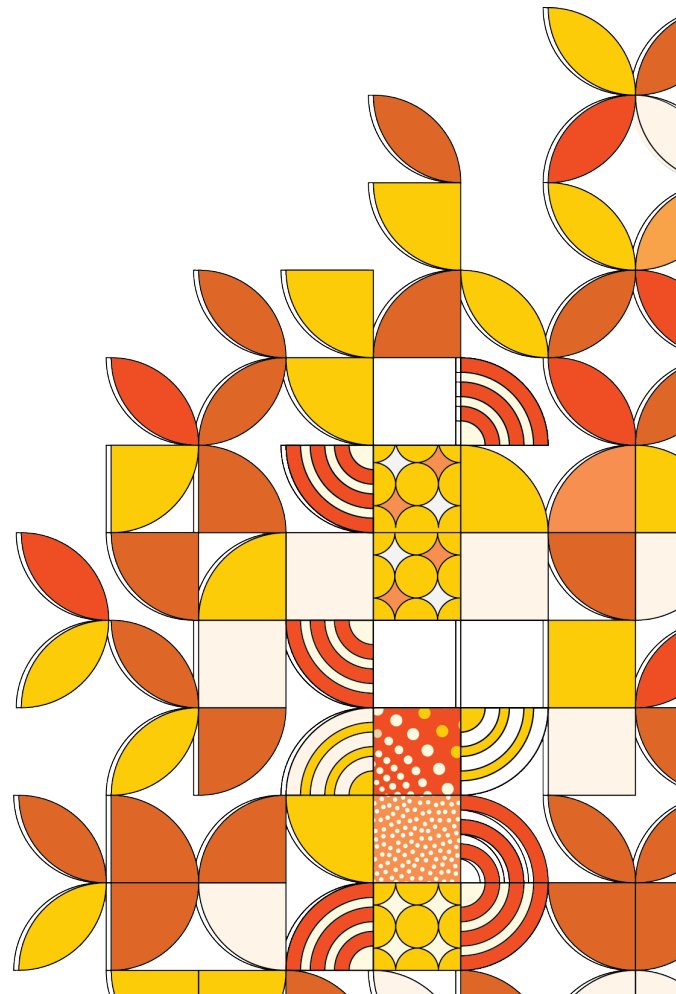
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Health and Safety Policy



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. The policy also extends to staff when travelling or business purposes.

Definitions

3. Definitions for key terms are presented in the Glossary of Terms.

SECTION 2

Principles

4. IHM is committed to:
 - a) creating an accessible health and safety management system that eliminates or minimises risk of injury or illness to people associated with the Institute's operations;
 - a) engaging with all staff, students, contractors, and visitors in creating safe working and learning environments and safe systems of work;
 - b) developing and maintaining a culture that encourages all personnel to actively manage health and safety risks;
 - c) providing a continually improving health and safety management system by establishing, and monitoring progress towards measurable objectives and targets aimed at eliminating work-related illness and injury; and,
 - d) complying with all relevant health and safety legislative requirements.
5. IHM operates a health and safety management system that is consistent with the nature and scale of its operations.
6. IHM provides appropriate health and safety training for all staff, and disseminates health and safety information and instruction to all staff, students, contractors and visitors in the workplace.
7. IHM provides access to and information on various support services available to all staff and students.
8. IHM commits to engaging staff in a transparent and consistent consultative process for decision making where there is an impact on workplace health and safety including changes to work processes and/or working environments.
9. IHM defines, documents and communicates health and safety responsibilities, authority to act, and reporting requirements for staff at all levels in the workplace.
10. IHM actively identifies and manages health and safety risks, through the systematic identification of hazards, evaluation of risks and implementation of effective risk controls.
11. IHM promptly reports hazards, incidents, near misses, occupational illnesses and injuries, investigates where appropriate, and implements control measures to eliminate or minimise the risk of recurrence.
12. IHM's Executive Management Team are accountable for ensuring the principles of this Policy are implemented across all IHM campuses, workplaces and activities.
13. The health and safety management system includes processes aimed at:

- a) planning;
 - b) implementation;
 - c) measurement & evaluation; and,
 - d) management review.
14. The outcomes and details of all incidents will be saved for record-keeping purposes for at least two (2) years after the incident.

Roles and Responsibilities

15. IHM is obliged both legally and ethically to provide a safe, secure environment where both staff and students are protected from danger or harm. Every IHM employee and board member has a right and responsibility to contribute to the ongoing improvement of workplace health and safety by reporting hazards and suggesting ways to improve them. As a minimum standard, IHM shall ensure that it complies with all relevant workplace health and safety legislation.
16. The Chief Executive Officer (CEO) of IHM is responsible for the policy and is accountable for the performance of IHM in relation to this policy. The CEO will ensure sufficient allocation of resources are made for health and safety management and incident and emergency management.
17. The Manager, People & Culture Department is responsible for monitoring the implementation of this Policy and Procedure and for regularly reviewing health and safety standards and performance at IHM.
18. Senior Executives, Directors, and Campus Managers are responsible for:
 - a) ensuring the principles of this Policy are effectively implemented and managed within their areas of responsibility.
 - b) ensuring that appropriate health and safety training opportunities are provided, and that all mandatory health and safety training is completed, recorded and current.
19. IHM will appoint Emergency Wardens who shall maintain a working knowledge of the emergency procedures for the building and in case of emergency shall oversee evacuation and communicate with emergency wardens from other floors and with emergency services. Emergency procedures and the responsibilities of the Emergency Warden and other staff in case of emergencies are set out in the Critical Incident Response Policy and Procedure.
20. This Policy is supported by a suite of associated policies and procedures.

Relevant IHM Regulations

21. **Smoking**
 - 21.1 Under the Tobacco Act 1987, smoking is prohibited in all enclosed workplaces. In compliance with this, IHM is a smoke-free (and vape-free) environment, and the conduct of such activities is prohibited on all premises operated by IHM. This applies to all staff, students, contractors and visitors.
22. **Alcohol**
 - 22.1 IHM encourages alcohol-free events to maximise cultural inclusivity, health and safety. Authorisation to serve alcohol at official work functions must be obtained from the CEO and will be in moderation. Alcohol will not be served to persons under the age of 18 years of age, or to persons who may be intoxicated.
 - 22.2 While engaged in work at IHM, staff, and board members shall not consume any alcohol other than alcohol supplied as part of official work functions. Where alcohol is consumed as part of a work activity, employees shall refrain from excessive drinking and shall behave in a manner that does not jeopardize the reputation of IHM. Any alcohol stored at IHM premises must be stored securely.
23. **Illicit Drugs**

- 23.1 IHM employees and board members shall not bring any substance that is illegal under Australian law to work premises or work-related functions. No IHM employee shall attend work- or work-related functions under the influence of any illegal substance.
- 23.2 Where a person who is not an IHM employee or board member attends a work-related function and is found to have brought with them an illegal substance, that person shall be asked to leave the premises and shall be considered to be trespassing if they fail to comply.
24. **Weapons**
- 24.1 The possession, carriage and use of weapons is prohibited while on IHM premises or engaging in IHM activities. Staff and students who possess, carry or use weapons in contravention of this policy will be disciplined.
25. **Children on campus**
- 25.1 IHM recognises that staff and students may need to combine their family, work and educational responsibilities and that staff and students who are parents or carers may need to bring their child/ren on campus on some occasions (e.g., due to unexpected difficulties in normal childcare arrangements, breastfeeding or during school holiday time).
- 25.2 IHM is committed to ensuring that there is no direct or indirect discrimination on the basis of gender, parenthood or status as a carer and that the competing demands of various roles such as parent, carer, student and employee can be balanced in such a way that all staff and students have the opportunity to fulfil and exercise their potential. Refer to the Children on Campus Policy.
26. **Immunisation**
- 26.1 Vaccination/Immunisation is a critical control to protect people from contracting vaccine preventable diseases, and for maintaining a healthy workplace and community.
- 26.2 As IHM delivers healthcare-related courses, which may include clinical placements, it is vital that IHM meet regulatory and duty of care obligations to ensure the safety of our staff, students and the community.
- 26.3 IHM is committed to ensuring our staff and students meet the immunisation requirements of placement organisations. Students will be informed of such requirements prior to their course commencement, and it will be the responsibility of students to provide evidence of vaccination/immunisation currency.
- 26.4 IHM is committed to ensuring the safety of all staff who undertake business-related travel (domestic and international). IHM will cover the cost of relevant travel vaccinations. Refer to the Immunisation Policy
27. **Harassment and Bullying**
- 27.1 Cyberbullying and online harassment shall be managed according to the IHM Cyber Safety and Security Policy.
- 27.2 Harassment and bullying shall be managed according to the Bullying and Harassment Policy and Procedure for Staff.
- 27.3 Sexual assault and sexual harassment shall be managed according to the Sexual Assault and Sexual Harassment Policy and Procedure.
28. **Complaints and Grievances**
- 28.1 Complaints and Grievances shall be managed according to the IHM Complaints and Grievances Policy.
29. **Workers' Compensation**
- 29.1 All employees, including part-time, temporary, and probationary employees, are eligible for workers' compensation benefits in the event of an injury arising from, or in the course and scope of, their employment.

30. Total and Permanent Disability

- 30.1 If an employee becomes disabled in any capacity, they shall be encouraged to return to work. If their ability to perform their regular duties is impinged upon by their disability, IHM shall endeavor to identify other work that they shall be able to perform, so long as such work exists and doing so can reasonably be achieved whilst meeting obligations to students and other stakeholders.
- 30.2 If the disability makes it impossible for the employee to continue working, the employee’s position shall be kept open at least long enough to meet legislated requirements and for significantly longer if possible whilst meeting other obligations. During this time, the employee shall be paid all sick leave and annual leave owed to them.
- 30.3 If an employee’s disability is permanent to the extent that they shall not be able to return to work in the foreseeable future, they shall be paid all relevant entitlements and their employment shall be terminated (they may reapply to work at IHM in the future if they can work again). IHM shall refer the employee to services to assist them with their disability, such as medical facilities and Centrelink.

SECTION 3

Associated Information

Related Documents	Internal	<ul style="list-style-type: none"> • Hazard/Accident/Incident Report Form • Injury Register • 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 • Children on Campus Policy • Immunisation Policy • Staff Misconduct Policy • 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) • Tobacco Act 1987
Date Approved		19/10/2023
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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	<p>Major Revision</p> <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 Children on Campus, Vaccination and Immunisation, and Weapons sections Benchmarked with other Australian University policies.