

Workplace Health and Safety Policy

Policy Information

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| Policy Name: | Workplace Health and Safety |
| Policy Number: | 885 |
| Current Version: | 03 – 01/03/2011 |
| Purpose: | The purpose of this policy is to demonstrate the Southbank Institute of Technology's commitment to providing a working and educational environment that protects the health, safety and welfare of our employees, students, clients, partners, contractors and visitors. |
| Scope: | This Policy applies to all staff, students, visitors and contractors of Southbank Institute of Technology. It also applies to all staff and students who work at premises other than Southbank Institute of Technology campuses. |
| Exceptions: | Nil |
| Policy Owner: | Institute Director & CEO |
| Policy Author: | Risk & Compliance Manager, Spotless Services Australia |
| Related policies and legislation: | <ul style="list-style-type: none"> ▪ Workplace Health and Safety Act 1995 http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaA95.pdf ▪ Workplace Health and Safety Regulation 2008 http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaR08.pdf |
| Internal procedures guided by this policy: | <ul style="list-style-type: none"> ▪ SBIT Procedure No. 8850 – Workplace Health and Safety Management System ▪ SBIT Procedure No. 8851 – Workplace Health and Safety Legal and Other Requirements ▪ SBIT Procedure No. 8852 – Workplace Health and Safety Risk Management Processes ▪ SBIT Procedure No. 8853 – Workplace Health and Safety Objectives, Targets, Plans and Review ▪ SBIT Procedure No. 8854 – Workplace Health and Safety Emergency Procedure ▪ SBIT Procedure No. 8855 – Incident Reporting, Investigation and Recording ▪ SBIT Procedure No. 8856 – Workplace Health and Safety Reporting (to be developed) ▪ SBIT Procedure No. 8857 – Workplace Health and Safety Monitoring and Measurement (to be developed) |

Policy

1.0 General Information

Southbank Institute of Technology (SBIT) has long been one of Brisbane's leading education centres and is the dynamic leader in vocational education and training, delivering over 400 programs to around 30,000 students from Australia and overseas each year.

At Southbank Institute of Technology we are committed to providing a working and educational environment that protects the health, safety and welfare of our employees, students, clients, partners, contractors and visitors. Essential principles underpinning positive health and safety performance include:

- Strong and active leadership from the top: visible, active commitment from the Institute Director & CEO and Senior Managers; clear “downward” communication; the integration of good health and safety management to business decisions and planning
- Worker involvement: engaging the workforce in the promotion and achievement of safe and healthy conditions; “upward” communication; providing high quality training; establishing effective communication systems and management structures

As priorities, Southbank Institute of Technology is committed to:

- providing and maintaining a safe and healthy working and educational environment for our employees, students, clients, partners, contractors and visitors;
- developing, implementing, maintaining and adhering to procedures, processes and planning that establish safe and healthy environments;
- ensuring that all our practices, processes and procedures comply with relevant workplace health and safety (WHS) legislative and other requirements;
- identifying hazards, assessing risks and implementing and maintaining effective risk management control strategies;
- continual improvement in WHS performance through the establishment, reviewing, monitoring and achievement of measurable objectives and targets aimed at reducing risk and preventing work-related injuries and illnesses;
- encouraging, supporting and engaging our employees' in contributing to the improvement of WHS through appropriate consultation, information and training.

Southbank Institute of Technology is committed to allocating appropriate resources to ensure that these objectives are achieved.

Health and safety is everyone's responsibility and it is relevant to all aspects of our business. The success of the SBIT's WHS program ultimately relies on the willingness of everyone to cooperate and work collectively.

This policy is an integral part of SBIT's proactive health and safety philosophy and will be reviewed to ensure its ongoing relevance to confirm SBIT's commitment to workplace health and safety.

2.0 Roles and Responsibilities

2.1 Institute Director & CEO

The Institute Director & CEO is ultimately accountable for providing a safe and healthy working environment for staff, students and others. This will be achieved through the planning, provision of resources, consultation, implementation and review of the Workplace Health and Safety Management System. Further, the Institute Director & CEO is accountable for:

- providing resources to Faculties, Schools and Business Units to assist them with implementing the WHS Policy;
- setting WHS strategic objectives;
- conducting annual reviews to ensure targets are being met;
- the implementation of the Institute's WHS management system;
- ensuring adequate budgetary provision is made to comply with WHS standards and to meet policy objectives;
- supporting a structure of WHS consultation between management and employees.

2.2 Director, Strategic Governance

The Director, Strategic Governance is responsible for the management of SBIT's Workplace Health and Safety Management System. This is achieved through the WHS Steering Group.

The Director, Strategic Governance is responsible for the functioning and effectiveness of the WHS Steering Group.

2.3 WHS Steering Group

The WHS Steering Group is responsible for:

- overseeing and determining the strategic direction of WHS for SBIT;
- developing and approving WHS policy and management system processes;
- coordinating the development and implementation of planning processes that are consistent and aligned with the Southbank Institute's broader strategic planning;
- establishing WHS performance objectives and targets;
- conducting annual reviews of WHS performance to determine future strategy and planning needs;
- promoting and facilitating cooperation between management and staff in the development and implementation of WHS programs, policies, processes and initiatives;
- promoting a uniform approach to WHS based on continuous improvement adopted across all SBIT operations;
- providing advice to SBIT WHS Committees on health and safety priorities and review and provide recommendations to the Institute Director & CEO and Board of Directors.

2.4 Directors

Directors are accountable for their performance in managing WHS in areas under their control. They are responsible for:

- complying with their obligations under the Workplace Health and Safety Act 1995;
- meeting the WHS objectives set by the Institute;
- implementing the WHS Management System in their area;
- assessing WHS implications of all new work processes and building alterations prior to implementation.

2.5 Heads of Schools and Business Unit Managers

Heads of Schools and Business Unit Managers are responsible for planning, implementing and maintaining WHS standards and practices in all areas and activities under their control (including activities conducted on premises other than Institute property). Their responsibilities also include:

- complying with their obligations under the Workplace Health and Safety Act 1995;
- identifying, assessing and controlling risks to health and safety;
- establishing and monitoring systems of work, which are as far as reasonably safe and without risk to the health and safety of employees, students and others.

2.6 Managers and Supervisors

Managers and supervisors are responsible for:

- complying with their obligations under the Workplace Health and Safety Act 1995;
- implementing safe systems of work in their area;
- taking steps to ensure that identified hazards are eliminated as far as reasonably practicable, or controlled using the hierarchy of risk controls;
- ensuring regular and effective consultation with staff about WHS issues.

2.7 SBIT Staff Members and Students

SBIT Staff Members and Students are responsible for:

- complying with their obligations under the Workplace Health and Safety Act 1995;
- following WHS policies and procedures and ensuring that their conduct does not endanger others;
- using all provided personal protective equipment (PPE) in accordance with directions, and report when any PPE requires repair or replacement;
- reporting all incidents and hazards that may cause injury or illness;
- participating in training arranged to support the implementation of WHS policy;
- engaging with managers in consultation on WHS issues or information.

2.8 SBIT Workplace Health & Safety Officers (WHSO)

In accordance with legislative requirements, the role of the SBIT WHSO shall encompass the following:

- Advise the WHS Committee and Spotless OHS about the overall state of health and safety at the workplace;
- Conduct inspections monthly to identify any hazards and unsafe or unsatisfactory workplace health and safety conditions and practices;
- Report in writing to the employer (via the Spotless OHS Representative) any hazard or unsafe or unsatisfactory workplace health and safety practice identified during inspections;
- Assist with appropriate educational programs in workplace health and safety where required;
- Investigate, or assist in the investigation of, workplace incidents at the workplace;
- Help Queensland Workplace Health and Safety inspectors in the performance of the inspectors' duties;
- If any workplace incident or immediate risk to workplace health and safety at the workplace happens—to report the incident or risk to the employer and Spotless OHS.

2.9 SBIT Workplace Health & Safety Representatives (WHSR)

In accordance with the entitlements detailed in the *Workplace Health and Safety Act 1995*, the SBIT WHS Representative's role shall encompass the following:

- Monthly inspections of the workplace or the part of the workplace within the representative's area of representation;
- If a workplace incident has occurred and the employer wishes to interview a worker about the incident—to be present at the interview if the worker asks that the representative be present;
- Review circumstances surrounding workplace incidents told to the representative by the employer and/or Spotless OHS;
- Advise Spotless OHS and the WHS Committee of the results of the review and make recommendations;
- Help in the resolution of workplace health and safety issues within the representative's area of representation;
- Report orally in the first instance, or in the approved form to Spotless OHS, or the relevant WHSO an issue that in the representative's opinion affects, or may affect, the workplace health and safety of persons at the workplace;
- Be a member of the relevant SBIT Workplace Health and Safety committee;
- For a qualified WHSR, issue a provisional improvement notice within their area of representation.

2.10 SBIT Workplace Health & Safety Area Committees

The role of the SBIT WHS Area Committees is to:

- Coordinate and implement WHS improvement strategies including consideration and implementation of SBIT WHS policies and processes;
- Review and provide advice to SBIT WHS Steering Group re proposed WHS policies, processes and initiatives;
- Monitor SBIT compliance with WHS legislation, standards, codes of practice, policies and processes;
- Review WHS performance of Schools and Departments to ensure high standards of health and safety are being achieved;
- Promote and facilitate cooperation between management and staff in the development and implementation of WHS programs, policies, processes and initiatives;
- Promote WHS awareness and appropriate behavioural and cultural change of SBIT staff and students;
- Review and analyse monthly incident report summaries, including effectiveness of recommended actions implemented;
- Determine strategies for incident prevention.

Glossary of Terms/Definitions

| Terms | Definitions |
|-------------|-----------------------------------|
| SBIT | Southbank Institute of Technology |
| WHS | Workplace Health and Safety |

Revision History

| Revision Date: | Status: (Draft/Final) | Summary of Changes | Prepared/Approved By: | Revision #: |
|----------------|--------------------------|--|--|-------------|
| 16/01/2009 | Final | Initial document | Risk & Compliance Manager | 01 |
| 23/02/2010 | Final | Workplace Health & Safety Regulation 2008, 2.8 Spotless OHS Representative, 2.9 Provisional Improvement Notice | Risk & Compliance Manager / WHS Steering Committee | 02 |
| 03/01/2011 | Final | Reviewed with minor changes. Director Corporate Services changed to Director, Strategic Governance. Update author details. Change to new policy template | Risk & Compliance Manager | 03 |

Distribution

- Board of Directors
- Institute Director & CEO
- All Directors
- All Managers and Supervisors
- All SBIT Staff
- All Students