

## OCCUPATIONAL HEALTH AND SAFETY POLICY

<b>Policy owner</b>	Executive Management Committee
<b>Policy category</b>	Operational
<b>Policy status</b>	Approved
<b>Approval body</b>	MIECAT Council
<b>Last amended</b>	18 <sup>th</sup> April 2023

### PURPOSE

This policy defines the responsibility of the MIECAT Institute in relation to occupational health and safety. MIECAT recognises its obligation to take all reasonable precautions to provide and maintain, so far as is practicable, an environment that is safe and without risks to health for employees, students and visitors. This policy applies to working from home as well as working in the office.

It is designed to:

- establish and maintain an OHS management system that facilitates a structured approach to the management of OHS risk;
- provide adequate human, financial and time resources to ensure the effectiveness and sustainability of the system;
- keep up to date with relevant health and safety legislative obligations, and achieve and maintain compliance with these obligations;
- promote a safety culture that encourages people to manage health and safety risk proactively through education, instruction, information and supervision;
- clearly define and communicate staff, student and visitor responsibilities in relation to health and safety;

- proactively identify and manage health and safety risk via a documented hazard identification, risk assessment, risk control and monitoring process;
- improve processes to ensure that incidents and hazards are promptly reported, investigated where appropriate, and control measures are put in place to eliminate or minimise the chance of a repeat event;
- maintain building infrastructure, plant and equipment in a safe condition with documented safe systems of work;
- routinely monitor and review OHS performance to achieve continual improvement.

## **SCOPE**

This Policy applies to all staff, students, and visitors in the MIECAT environment generally.

## **POLICY AND PROCEDURES**

### 1. Responsibilities for safety

#### 1.1 The MIECAT Director, MIECAT Operations Manager, MIECAT employees

These officers need to ensure that activities within their areas of control are undertaken with proper diligence to health and safety giving full attention to:

- provision of site-specific inductions for all staff and students;
- consultation with staff and students;
- communication of safety procedures;
- identification of hazards and risk management within their areas of responsibility;
- investigation of accidents and remedial action;
- staff with special safety duties such as health and safety representatives.

#### 1.2 Supervisory Staff

Those who allocate tasks to staff (academic or general) and students are responsible for ensuring that work is carried out safely. They should ensure that:

- staff, students and others are briefed in relevant safety procedures;

- the procedures are complied with;
- unsafe conditions are remedied or reported;
- all injuries and accidents are reported.

### 1.3 Employees, casual and contract staff

Each employee, casual and contract staff member is responsible for ensuring the health and safety of his/her environment. All employees, casual and contract staff members are to comply with the MIECAT Occupational health and safety policy generally and site-specific policies and procedures.

In addition, employees, sessional and contract staff members must:

- take all reasonable care for their own health and safety and that of others who may be affected by their conduct at the workplace;
- not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- co-operate with MIECAT in relation to actions taken by MIECAT to comply with occupational health and safety legislation;
- comply with health and safety instructions;
- attend inductions and training as initiated at the Institute, and work level;
- take action to avoid, eliminate or minimise hazards;
- make proper use of personal protective equipment;
- not wilfully place at risk the health and safety of themselves and others;
- seek information and advice where necessary;
- be familiar with reporting, emergency and evacuation procedures.

### 1.4 Students

All students are responsible for adopting safe work and study practices and are to comply with the MIECAT Occupational health and safety policy generally and site-specific policies and procedures.

In addition, students:

- must not wilfully place at risk the health or safety of any person at MIECAT;
- must not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare and must cooperate with

MIECAT in relation to actions taken to comply with occupational health and safety legislation.

- comply with health and safety instructions;
- attend inductions and training;
- take action to avoid, eliminate or minimise hazards;
- make proper use of personal protective equipment;
- not wilfully place at risk the health and safety of themselves and others;
- seek information and advice where necessary;
- be familiar with reporting, emergency and evacuation procedures.

### 1.5 Visitors

Visitors are required to comply with all instructions given by authorised MIECAT staff for the protection of their health and safety while on MIECAT premises.

## 2. Consultation

### 2.1 Executive Management Committee - Occupational health and safety

MIECAT is committed to encouraging consultation and co-operation between management and employees. Occupational health and safety is a standing item of the Executive Management Committee. This provides for the participation of employees in consultations on any workplace changes which could affect health and safety.

### 2.2 Workplace Health and Safety Representatives

The Workplace Health and Safety Act (1995) states that a workplace health and safety representative:

- is a worker at a workplace who is elected as a workplace health and safety representative by their co-workers at the workplace;
- that an employer cannot appoint a workplace health and safety representative;
- does not need any experience or qualification to be a workplace health and safety representative.

MIECAT administration is required to train staff to perform the duties of an accredited Workplace Health and Safety Representative (WHSR). These officers must have completed required training. The functions of a WHSR are set out in the Workplace Health and Safety Act (1995).

### 2.3 Time and Training

All Health and Safety personnel are entitled to time off from their other work while carrying out functions as Committee Members or Workplace Health and Safety Representatives but are regarded as being employed in their usual work. They are entitled to attend accredited training courses at MIECAT's cost.

## **RESPONSIBILITY FOR IMPLEMENTATION**

The Executive Management Committee is responsible for overseeing the overall implementation of MIECAT's Occupational health and safety policy and providing guidance in the management of health and safety to the officers they supervise. The Operations Manager is responsible for ensuring all items listed in section 1.1 of this policy are current and communicated to all relevant parties.

## **KEY STAKEHOLDERS**

MIECAT Council, MIECAT Risk Management Committee, MIECAT Executive Management Committee, MIECAT Operations Manager, Workplace health and safety representatives, staff and students at MIECAT.

## **SUPPORTING DOCUMENTS**

Occupational Health and Safety Act 2004

Workplace Health and Safety Act 2011

MIECAT COVIDSafe Plan v1.3 (updated June 2021)

MIECAT Incident & Hazard Reporting Procedures

MIECAT Critical Incident Policy

## VERSION HISTORY

<b>Date of Issue</b>	<b>Version</b>	<b>Author</b>	<b>Summary of changes</b>
15/01/2014	1.0	Y. Hanks	Version approved
30/05/2016	1.1	Bea Heppell	Section 1 - amended wording regarding employees and sessional staff
19/11/2020	1.2	Y. Hanks	Include Covid-19 guidelines, amend wording regarding casual staff
15/10/2021	1.3	L. Tann	Changed approving body to Risk Management Committee, updated CovidSafe Plan version
18/04/2023	1.4	J. Mitchell	Reviewed and updated

Document uncontrolled when approved