



Occupational Health, Safety and Wellbeing Policy

1 Purpose

The Institute is committed to ensuring the safety and wellbeing of all employees, students, contractors, visitors and the community we interact with, by providing a safe and healthy workplace and learning environment. The Institute recognises the importance of health and safety, and aims for a zero-harm environment, through the elimination of work-related injury and illness and consultation with workers prior to health, safety and wellbeing changes in the workplace. This policy is the overarching document of the Institute's SuniSAFE OHS Management System.

2 Scope

This policy applies to Board Directors and all Institute staff, students, contractors, visitors, and members of the public, all buildings and facilities across all campuses and premises of the Institute.

3 Definitions

Acronym/Term	Definition
Employees	<p>Employees are defined as a person carrying out work in any capacity for the Institute and includes:</p> <ul style="list-style-type: none"> - staff / employees - contractors or subcontractors and their employees - labour hire and temp agency workers - apprentices and trainees - work experience students and interns - volunteers. <p>Employees refer to those positions covered under the definition of 'Workers' as per the Occupational Health and Safety Act</p>
Health and Safety Representatives (HSRs)	Elected representative of a designated work group. Elected to represent that work group in health and safety matters
OHS	Occupational Health and Safety
Site	Any place that is under the control of the Institute, and may be considered but not limited to a: campus, location, building, department, unit, classroom, office, workshop etc. and should be applied in the context of the policy statement as intended.
SuniSAFE	The Institute's Safety Management System
The Institute	Sunraysia Institute of TAFE

4 Policy

4.1 Duty of Care

4.1.1 The Institute has the primary duty of care to manage the risk to employees and others arising from Institute business or undertakings by ensuring:

- a) Provision and maintenance of a safe working, teaching and learning environment;
- b) Provision and maintenance of safe plant and structures;

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- c) Provision and maintenance of safe systems of work;
- d) Safe use, handling, storage and transport of plant, structures, substances;
- e) Provision of adequate facilities;
- f) Integrating health and safety awareness and understanding across its operations;
- g) Meeting or exceeding applicable health and safety legal obligations in each workplace.

4.2 OHS Management System

4.2.1 The Institute recognises its role and responsibilities in ensuring the health and safety of employees and others, and will do this by:

- a) Maintaining an OHS Management System (SunSAFE) that defines the principles, processes and practical means by which operational risk is identified and managed, and continuous improvement achieved;
- b) Ensuring SunSAFE is readily available and communicated to workers and others;
- c) Ensuring SunSAFE is reviewed at regular intervals to confirm it remains appropriate and effective, reflective of legislative changes, and improvements made when required;
- d) Requiring employees, contractors, visitors and others to comply with SunSAFE including policies, procedures and practices;
- e) Setting the standards for contractors and suppliers to ensure regulatory operational risk requirements are assessed by the Institute as part of a contractor approval and selection process.
- f) Ensuring appropriate objectives and targets are set and resources provided to meet performance and continuous improvement expectations;
- g) Making available and using appropriate resources, systems and processes to eliminate or minimise health and safety risks;
- h) Ensuring critical information is communicated in a timely manner;
- i) Utilise the emergency codes that are based upon Australian Standard (AS) 4083 - 2010 Planning for emergencies;
- j) Ensuring incident management processes are implemented to manage the safety of people and contain potential sources of harm following an incident including ensuring adequate resources and expertise are identified and provided;
- k) Chemicals and hazardous materials and equipment is managed in accordance with manufacturer and regulatory requirements;
- l) Ensuring system deficiencies and improvement opportunities are identified and implemented;
- m) Ensuring system documentation is current, secure, authorised and controlled in any format;
- n) Provide access, communication and support to the Employee Assistance Program (EAP);
- o) Monitoring the health of employees and conditions in the workplace;
- p) Implementing and communicating issue resolution processes to employees and others;

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- q) Ensuring preventative maintenance of workplaces, equipment and materials to maintain the ongoing reliability of operational risk controls;
- r) Providing necessary health and safety information, induction, instruction, training and supervision to allow work to be undertaken safely and equipment and materials to be used for the purpose for which they are designed;
- s) Promoting effective and equitable injury management through responsible claims management and rehabilitation;
- t) Driving continuous improvement in each of the above commitments through a program of regularly reviewing and measuring objectives and targets;
- u) Roles and responsibilities are communicated to employees and with specific OHS duties and obligations;
- v) Ensure that employees and HSRs are consulted on matters that affect Occupational Health and Safety and wellbeing.

4.3 Responsibilities

4.3.1 Certain committees and positions at the Institute hold specific responsibilities in implementing the SuniSAFE OHS Management System to further minimise the risk of harm to employees and others. Those employed in these roles must ensure they understand the responsibilities and take all reasonable steps to meet the requirements, including:

4.3.1.1 SuniTAFE Board and delegated sub-committees

- a) Actively promoting ethical and responsible decision-making;
- b) Overseeing the Institute's compliance with all applicable laws, regulations, standards and codes;
- c) Establishing a sound system of risk oversight and management and internal control and ensure that processes are in place to ensure that systems and processes are properly managed and functioning effectively.

4.3.1.2 The Executive Leadership Team

- a) The strategic implementation of Institute's SuniSAFE OHS Management System;
- b) Ensuring that appropriate resources and systems are allocated to OHS risk management and compliance within the Institute in accordance with the SuniTAFE OHS Risk Management Policy;
- c) Developing and monitoring the Institute OHS improvement plan;
- d) Ensuring consultation occurs for matters relating to health, safety and wellbeing.
- e) Develop a culture that encourages employees to talk about wellbeing issues they may have, whilst equipping immediate managers to respond;
- f) Ensuring our leaders within SuniTAFE are positive role models, championing values and shape the wellbeing culture.

4.3.1.3 Manager Wellbeing & Safety

- a) Implementing and maintaining the SuniSAFE OHS Management System across all Institute operations and activities;

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- b) Providing advice and training to management and the wider Institute about OHS compliance
- c) Ensuring employees are aware of and understand their obligations in relation to OHS;
- d) Monitoring and reporting OHS matters and performance against targets to Management and respond to issues, where identified
- e) Supporting the implementation and maintenance of area or site-specific safety systems that comply with SuniSAFE standards;
- f) Provide opportunities for health and wellness, including but not limited to; vaccinations, sight testing and hearing checks;
- g) Provide suitable injury management and return to work program for our employees and ensuring they are appropriately equipped for their roles;
- h) Provide a range of health, safety and wellbeing learning and development opportunities;

4.3.1.4 Immediate Managers

- a) Implementing the SuniSAFE OHS Management System in their area of management control;
- b) Undertake consultation with employees about health, safety and wellbeing issues;
- c) Provide a psychologically safe working environment and recognise conditions that have an impact on wellbeing;
- d) Ensure the safety of our employees, students and visitors by providing clear, consistent and succinct information on our safety and wellbeing procedures;
- e) Ensuring any site-specific processes align with the expectations and minimum requirements set out in SuniSAFE;
- f) Ensuring safety responsibilities of staff under their delegation are known and understood;
- g) Actively participating in OHS risk management in accordance with the SuniTAFE OHS Risk Management Policy;
- h) Demonstrating visible commitment through participation in workplace safety and wellbeing activities;
- i) Induct employees and visitors into the area and complete site-specific induction checklists;
- j) Provide and maintain personal protective equipment (PPE) for employees and visitors;
- k) Managing incidents when assigned;
- l) Monitoring performance within their area of responsibility and holding employees accountable for safety and wellbeing behaviour;
- m) Support a workplace that is free from the effects of drugs and alcohol use;
- n) Providing resources to ensure that the area of management control is able to meet the objectives and targets of improvement plans;
- o) Ensuring all safety reporting requirements are met;

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- p) Ensuring employees and others have undertaken required training;
- q) Ensure safe work procedures are created, communicated and maintained;
- r) Support safe at work plans and return to work plans;
- s) Participating in resolution of safety issues;
- t) Inspect and monitor the workplace to identify hazards and taking appropriate action to rectify and report any hazards;
- u) Facilitating the rehabilitation of injured employees;
- v) Encourage employees to take regular breaks from work as well as using their leave entitlements throughout the year;
- w) Ensuring that OHS considerations are identified and addressed as part of any change to the workplace that may affect the safety and wellbeing of workers and others.

4.3.1.5 Employees (refer definition)

- a) Take reasonable care for their own health, safety and wellbeing;
- b) Not adversely affect the health and safety of others;
- c) Comply with any reasonable Institute instruction, policy or procedure relating to health and safety;
- d) Familiarising themselves with the safety standards and requirements applicable to their role;
- e) Working in a manner that does not risk the health and safety of themselves or others;
- f) Manage their own wellbeing and take steps to seek support at an early stage if needed;
- g) Looking out for the safety of all other persons on site and intervening if they identify someone at risk of harm;
- h) Not proceeding with work where there is an uncontrolled safety risk;
- i) Reporting any hazards or incidents immediately;
- j) Reporting for work in a fit state and not under the influence of drugs or alcohol;
- k) Participating in safety-related activities and training;
- l) Contribute to consultation opportunities.

4.3.1.6 Teachers

- a) In addition to the responsibilities of all employees, teachers are responsible for ensuring the safety of students by:
 - Providing a safe learning environment for their students;
 - Ensure safe work procedures are provide, understood and followed;
 - Understanding the OHS risks their students will be exposed to;
 - Ensuring that all documented relevant OHS risk controls are implemented during class times;
 - Providing adequate supervision

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4.3.1.7 Health and Safety Representative (HSRs)

- a) Whilst the Institute acknowledges that the OHS Act gives HSRs rights and powers, s58(3) makes it clear that HSRs have no legal duties as HSRs. Notwithstanding, the Institute notes the following as normal activities of a HSR;
- Inspecting the workplace
 - Accompanying a WorkSafe inspector during a workplace visit
 - Participation in the OHS Committee
 - Participate in OHS resolution process
 - Participate in consultation on OHS matters
 - Bring health, safety and wellbeing issues raised by workers of their designated work area to the attention of the OHS committee, immediate manager or the Manager of Wellbeing and Safety.

5 Legislative Context

- Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)
- Dangerous Goods Act 1985 (Vic)
- Equipment (Public Safety) Act 1994 (Vic)
- Equipment (Public Safety) Regulations 2017 (Vic)
- Magistrates' Court (Occupational Health and Safety) Rules 2015 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)
- Workplace Injury Rehabilitation and Compensation Regulations 2014 (Vic)

6 Associated documents

6.1.1 Associated Policies

- OHS Risk Management Policy
- Remuneration, Entitlements, Leave and Benefits Policy

6.1.2 Associated Procedures

- Risk Management Framework
- Risk Management Procedure
- SuniSAFE Contractor Management Procedure
- SuniSAFE Emergency Preparedness & Response Procedure
- SuniSAFE Equipment Management Procedure
- SuniSAFE Fire Protection System Impairment Procedure
- SuniSAFE First Aid Procedure
- SuniSAFE General Workplace Safety Procedure

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- SuniSAFE Incident Management Procedure
- SuniSAFE OHS Induction & Training Procedure
- SuniSAFE OHS Risk Management Procedure
- SuniSAFE Permit Controlled Work Procedure
- SuniSAFE Workplace Inspections Procedure

6.1.3 Associated Forms

- N/A

6.1.4 Other associated documents

- ISO 45001 Occupational Health and Safety Management Systems. Requirement with guidance for use.
- Australian Standard (AS) 4083 - 2010 Planning for emergencies

7 Responsibility

The Head of People and Culture is responsible for ensuring compliance with this policy, and its associated procedures and systems.

8 Review Frequency

This policy is to be reviewed every three years, and remains in force as amended from time to time, until rescinded.

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