

1. Purpose

Sunraysia Institute of TAFE is committed to continuous improvement of Occupational Health and Safety performance through its compliance with the Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007 and other associated legislation and guidelines. The Institute will achieve this by establishing measurable objectives and targets aimed at the elimination of work-related injury and illness.

2. Scope

This policy applies to Board Directors and all Sunraysia Institute of TAFE employees, students, contractors, visitors and all Institute buildings and facilities of all campuses and premises used by the Institute. This policy documents the general and specific health and safety responsibilities applicable to all staff.

3. Policy

All Staff are responsible for observing OH&S policy, procedures and instructions and to cooperate with the Institute with respect to any action taken by the Institute to comply with any requirement imposed by the OH&S Act 2004, OH&S Regulations 2007, Australian Standards and any relevant Codes of Practice.

3.1. Chief Executive Officer

Ensure the organisation complies with the Occupational Health and Safety Act, 2004, Occupational Health and Safety Regulations 2007, relevant Australian Standards and Codes of Practice where applicable through regular liaison with Director Operations.

3.2. Director Operations

Ensure all necessary policies and procedures are in place that are required to ensure compliance with the Occupational Health and Safety Act, 2004, Occupational Health and Safety Regulations 2007 and Codes of Practice where applicable.

- 3.2.1. Develop OHS performance measures that are to be applied to teaching departments and other business units.
- 3.2.2. Review the OHS performance of the organisation on a quarterly basis in conjunction with the OHS Committee and develop annual plans for ongoing performance improvement.
- 3.2.3. Provide the Institute CEO and the Resources Committee of the Board with regular performance management reports.
- 3.2.4. Report to the CEO and Resources Committee of the Board on major issues of compliance or performance deficiency.

3.3. Occupational Health & Safety Coordinator

- 3.3.1. Develop training, induction and orientation programs that are required to ensure staff are aware of, and able to fulfil, their OH&S responsibilities.
- 3.3.2. Ensure Work Safe incident notification regulations are adhered to.

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- 3.3.3. Coordinate return to work programs in conjunction with Human Resources.
- 3.3.4. Undertake regular audits to ensure compliance in relation to all OHS matters including emergency drills.

3.4. Executive Directors

- 3.4.1. Review OHS performance of Educational Managers/ Unit Managers/ Site Managers as part of Staff Performance Review and Development Scheme.
- 3.4.2. Participate in OHS training
- 3.4.3. Plan and monitor OHS performance requirements.

3.5. Managers

- 3.5.1. Ensure all appropriate actions are taken to implement occupational health and safety policy, procedures and legislative requirements.
- 3.5.2. Review OHS performance of staff as part of Performance Review and Development Scheme.
- 3.5.3. Ensure consultation with employees and Designated Work Group Health and Safety Representatives on workplace change or issues, which affect the health and safety of staff, is conducted and documented.
- 3.5.4. Ensure OHS training needs for co-ordinators and staff are identified and included in Staff Professional Development Plans and reviewed regularly.
- 3.5.5. Participate in OHS training.
- 3.5.6. Supervise and monitor return to work of injured workers.
- 3.5.7. Report injuries, accidents and hazards to OHS Officer or appropriate staff member.

3.6. Designated Work Group Health and Safety Representatives

- 3.6.1. Attend OH&S Committee meetings or if not possible delegate another member of the designated work group to attend.
- 3.6.2. Relay any safety issues or concerns onto Management and OHS Coordinator that have been raised by the workgroup.

3.7. All Staff, Contractors, Students and Visitors

- 3.7.1. Ensure all work injuries, illness, incidents, hazards and near misses are recorded.
- 3.7.2. Perform duties in accordance with the Occupational Health and Safety Act, 2004, Occupational Health and Safety Regulations 2007, Australian Standards and Codes of Practice, where applicable, and Institute policies and procedures.
- 3.7.3. Monitor occupational health and safety within area of their responsibility.
- 3.7.4. Actively participate in the development and implementation of hazard elimination or minimisation strategies.
- 3.7.5. Immediately report any accidents, hazards and near misses to the relevant Manager and OHS Coordinator who will take the appropriate action.
- 3.7.6. Observe standard operating procedures in the workplace.

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3.7.7. Participate in workplace inspections and audits.

3.7.8. Participate in occupational health and safety training.

4. Definitions

Acronym/Term	Definition
OHS	Occupational Health and Safety
Managers	Includes Institute Executive, Senior Managers, Educational Business Managers, Unit Managers.

5. Legislative Context

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Occupational Health and Safety Amendment Regulations 2014
- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students Regulations 2001 (ESOS Regulations)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code).

6. Associated documents

6.1. Associated Policies

- Nil.

6.2. Associated Procedures

6.3. Associated Forms

- Nil.

6.4. Other associated documents

- ESOS Compliance and Policy Framework.

7. Responsibility

The Director Operations 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.

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Authorised by: Board

Endorsed by: Governance Committee

Next review date: 6/12/2019

Maintained by: Frank Piscioneri

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