Workplace Health, Safety and Wellbeing Policy

Bendigo Kangan Institute Policy Merge Transition Statement

In November 2014, the Bendigo Kangan Institute (BKI) Board approved this policy as a BKI policy going forward. The content of this policy originated from either Bendigo TAFE, Kangan Institute or VETASSESS, and therefore could contain roles, departments and structures that have changed with the BKI merger. This policy will be reviewed and updated by its owner in 2015. Until it is updated any requirement to clarify a role, department or structure can be directed to the Policy Owner, who is identified in section 9.

1.0 Purpose
To affirm the Institute’s commitment to provide and maintain, as far as is reasonably practicable, a safe and healthy work and learning environment.

2.0 Scope
This policy applies to all employees, students, contractors and visitors within Bendigo Kangan Institute premises and controlled entities.

3.0 References
Accident Compensation Act 1985
Accident Compensation (Occupational Health and Safety) Act 1996
Accident Compensation Regulations 2007
Accident Compensation (WorkCover Insurance) Act 1993
Dangerous Goods Act 1985
Dangerous Goods (Storage and Handling) Interim Regulations (2011)
Dangerous Goods Storage and Handling (Code of Practice No. 27, 2000)
Electrical Safety Act 1998
Electrical safety (installations) Regulations 2009
First Aid in the Workplace Compliance Code
Hazardous Substances (Code of Practice No. 24, 2000)
Occupational Health and Safety Act 2004
Transport Accident Act 1986
Workers Compensation Act 1958
Workplace amenities and work environment – Compliance Code
Victorian Occupational Health and Safety Compliance Framework
AS 3745 Planning for Emergencies in facilities
AS/NZS 4804:2001 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques
AS/NZS 5762-2011 In-service safety inspection and testing – Repaired electrical equipment
Bendigo Kangan Institute
POLICY
Doc ID: PO 046

Workplace Health, Safety and Wellbeing Policy

4.0 Principles
This policy is underpinned by the following principles:

- Leadership engagement based on core values
  Committed leadership from across the Institute to drive a culture that prioritises worker and learner health, safety and wellbeing
- Respect for people
  Involvement from across the Institute in all parts of the process from planning to review
- Gap analysis
  An effective approach to understanding the current state, comparing this with an ideal state and addressing and gaps while taking into account needs, priorities and available resources.
- Sustainability
  An effective and sustainable continuous improvement approach through an ongoing process of review based on the PDCA cycle with emphasis on the assessment and monitoring of operations and processes that may generate hazards in the workplace
- Integration
  Promotion of a healthy workplace is a long-term approach embedded within organisational objectives, values and processes
- Built-in safety
  Workplace health and safety is everybody’s responsibility every day.

5.0 Policy Statement
Bendigo Kangan Institute is committed to providing a safe, productive and supportive environment in which to work and learn. In support of this the Institute will take action to:

- eliminate risks to health and safety so far as reasonably practicable; or where elimination is not reasonably practicable, to reduce risk factors that can lead to injury or illness;
- raise awareness in the workplace about issues that impact on health and wellbeing;
- promote a positive and equitable work and learning environment where mental health and wellbeing is supported; and
- promote and encourage participation in workplace health, safety and wellbeing initiatives.

At Bendigo Kangan Institute our approach to achieving a workplace culture where health, safety and wellbeing are highly valued is underpinned by the model depicted in Figure 1.
Workplace Health, Safety and Wellbeing Policy

Through a focus on the four key arenas in this model (physical and psychosocial work environment, personal health resources and community connections) the Institute strives to create a healthy work environment “in which workers and managers collaborate to use a continual improvement process to protect and promote the health, safety and wellbeing of all workers . . . [and learners] . . . and the sustainability of the workplace . . .” (WHO, 2010)

The Institute gives focus to:

- enabling a healthy workplace culture that is supportive of worker and learner health, safety and wellbeing
- preventing, as far as is reasonably practicable, injury and illness occurring in Institute workplaces;
- consulting and cooperating with employees on health, safety and wellbeing through our HSRs and employee representative organisations on OHS issues effecting them;
- achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives;
- complying with all relevant health and safety legislations; and
- allocating adequate resources to maintain healthy, safe and supportive workplaces.
Workplace Health, Safety and Wellbeing Policy

The Institute strives to fully integrate health and safety into all aspects of its activities through a process of continuous improvement. This includes:

- providing appropriate information and training for managers, supervisors and employees to enable them to perform their OHS roles and responsibilities;
- holding all levels of management accountable for the health and safety of employees and students under their management;
- consistently applying Institute procedures, practices and other relevant policies in accordance with statutory requirements and accepted health and safety standards;
- reporting, recording and investigating accidents and incidents and acting to prevent reoccurrence;
- reducing health, safety and wellbeing risks through a documented process of hazard identification, selection, implementation and review of risk controls; and
- monitoring, reviewing and improving health, safety and wellbeing management systems.

Breach of Policy

Staff or students who breach this policy (and/or supporting procedures) will be subject to disciplinary action which, for repeated and/or serious breach, could involve summary dismissal. Disciplinary action will reflect the following procedures:

- Staff discipline process
- Student discipline procedure

If a serious breach of this policy by a client, contractor or visitor while engaging with the Institute is confirmed, appropriate action will be taken in accordance with the relevant service contract or agreement with the Institute.

Failure to comply with your duties or obligations in relation to legislations/regulations applying to workplace health and safety may involve reference of the matter to the relevant enforcement authority.
## 6.0 Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Business unit managers**  | • operational management of health and safety risks in all activities associated with their business unit  
|                             | • ensuring that all workers, contractors, volunteers and students, as relevant, are made aware of this policy at the time of induction  
|                             | • creating a workplace culture that is supportive of healthy choices               |
| **Coordinator, OHS**        | • provision of advice, training and auditing services in relation to Institute health and safety performance |
| **Lead Team**               | • the health and safety aspects of the operations they manage                     
|                             | • implementation of this policy                                                   
|                             | • development of appropriate corporate targets for health and safety performance  
|                             | • monitoring and taking action as appropriate for continuous improvement of health and safety performance  
|                             | • creating a workplace culture that is supportive of healthy choices              |
| **Manager Health and Wellbeing** | • development and maintenance of the Institute-wide health and safety management systems |
| **Workers and students**    | Have the following obligations:                                                   
|                             | • take reasonable care of their own health and safety                             
|                             | • take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons  
|                             | • comply with any reasonable instruction that is given by the Institute to allow the Institute to comply with its obligations (including following safety instructions and wearing personal protective equipment as required)  
|                             | • consult and cooperate with the Institute on safety related matters including:     
|                             |   • cooperating with Institute policies and procedures relating to health, safety and wellbeing in the workplace  
|                             |   • reporting hazards and incidents                                               
|                             |   • participating in training                                                      
|                             | In addition, they should inform a supervisor or manager if they become aware that this policy is not being followed. |
## 7.0 Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment</td>
<td>The physical, psychological, social and organisational environments in which Institute activities take place</td>
</tr>
<tr>
<td>HSR</td>
<td>Health and Safety Representatives</td>
</tr>
<tr>
<td>PDCA</td>
<td>A continuous improvement cycle based on the 4 stages of Plan, Do Check, Act (Adjust)</td>
</tr>
<tr>
<td>Personal health resources</td>
<td>Refers to the supportive environment, information, resources, opportunities and flexibility the Institute provides to workers to support or motivate their efforts to improve or maintain personal lifestyle practices, as well as to monitor and support their ongoing physical and mental health. Source: WHO. 2010</td>
</tr>
<tr>
<td>Physical work environment</td>
<td>Refers to the structure, air, machinery, furniture, products, materials and production processes in the workplace. Source: WHO. 2010</td>
</tr>
<tr>
<td>Psychosocial work environment</td>
<td>Includes organisational culture as well as attitudes, values beliefs and daily practices in the organisation that affect the mental and physical wellbeing of workers. Source: WHO. 2010</td>
</tr>
</tbody>
</table>
| Reasonably practicable | In determining what is reasonably practicable, account must be taken of:  
  • the probability of a person being exposed to harm  
  • the potential seriousness of injury or harm  
  • what is known, or ought to be known about the risk and how to eliminate it  
| WHS | Refers to workplace health and safety in the context of the Occupational Health and Safety Act 2004 and Regulations and more broadly in the context of safety legislation in Australia |
| Worker | Includes employees, contractors, subcontractors, employees of contractors and subcontractors, employees of labour hire companies, outworkers, apprentices, trainees, volunteers and students on work experience. |
8.0 Supporting Procedures

<table>
<thead>
<tr>
<th>Doc ID</th>
<th>Procedure name</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP 3.133</td>
<td>Dangerous Goods/Hazardous Substances – Storage, Labelling and Handling</td>
</tr>
<tr>
<td>IP 3.232</td>
<td>Electrical Safety</td>
</tr>
<tr>
<td>IP 3.80</td>
<td>First Aid Access and Use</td>
</tr>
<tr>
<td>IP 3.134</td>
<td>Health and Safety Audits</td>
</tr>
<tr>
<td>IP 3.269</td>
<td>Hot Work</td>
</tr>
<tr>
<td>IP 3.150</td>
<td>Infection Control Program</td>
</tr>
<tr>
<td>IP 3.11</td>
<td>Infectious Diseases and Illness</td>
</tr>
<tr>
<td>IP 3.231</td>
<td>Inspection and Testing of Electrical Equipment</td>
</tr>
<tr>
<td>IP 3.136</td>
<td>Manual Handling</td>
</tr>
<tr>
<td>IP 3.82</td>
<td>Occupational Health and Safety Issue Resolution</td>
</tr>
<tr>
<td>IP 3.107</td>
<td>OHSE Committee Operations</td>
</tr>
<tr>
<td>IP 3.131</td>
<td>Plant Maintenance Repairs Hazard Assessment</td>
</tr>
<tr>
<td>IP 3.132</td>
<td>Reporting and Accident/Incident/Near Miss/Hazard</td>
</tr>
<tr>
<td>IP 3.157</td>
<td>Staff Discipline</td>
</tr>
<tr>
<td>IP 3.31</td>
<td>Student Discipline</td>
</tr>
<tr>
<td>IP 3.184</td>
<td>WorkCover – Workplace Injury or Illness and Return to Work</td>
</tr>
</tbody>
</table>

9.0 Version Control and Change History

<table>
<thead>
<tr>
<th>Ver.</th>
<th>Approved By</th>
<th>Date Approved</th>
<th>Issue Date</th>
<th>Description of Change</th>
<th>Next Scheduled Review Date</th>
<th>Document Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Board</td>
<td>27/10/2014</td>
<td>04/12/2014</td>
<td>The content of this policy originated from Kangan Institute Workplace Health, Safety and Wellbeing Policy, POL 1.1, version 8</td>
<td>31/12/2015</td>
<td>Executive Director Organisation Capability</td>
</tr>
<tr>
<td>2.0</td>
<td>N/A</td>
<td>02/03/2015</td>
<td></td>
<td>Editorial change: Removal of logos from template</td>
<td>31/12/2015</td>
<td>Executive Director Organisation Capability</td>
</tr>
</tbody>
</table>
# Workplace Health, Safety and Wellbeing Policy

## 10.0 KI Policy and Procedure Portal / BT BMS Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Key Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Health and Safety</td>
<td>health; healthy workplace; occupational health and safety; OHS; safety; wellbeing; WHS; workplace health and safety</td>
</tr>
</tbody>
</table>