

Health, Safety and Wellbeing (HSW) Policy

1.0 Purpose

Bendigo Kangan Institute is committed to creating an energised working and learning environment, that is psychologically and physically safe, and able to meet the needs of the community; we understand the benefits of providing a healthy and safe workplace extend beyond legal compliance and reducing work-related injury – BKI is committed to ensuring all employees and students are the best they KanBe.

2.0 Scope

This policy applies to all Employees (including Directors, Agency staff, Contractors and Volunteers), Students and Visitors at Bendigo Kangan Institute.

3.0 References

Occupational Health and Safety Act 2004 (Vic) (“OHS Act”) as amended for (Workplace Manslaughter and Other Matters July 2020)

Occupational Health and Safety Regulations 2017

Dangerous Goods Act 1985

Dangerous Goods (Storage and Handling) Regulations 2012

Workplace Injury Rehabilitation and Compensation Act 2013

Accident Compensation Regulations 2012

Electrical Safety Act 1998

Electrical Safety (Installations) Regulations 2009

Health, Safety and Wellbeing Plan 20>25

Health, Safety and Wellbeing Framework 20>25

4.0 Policy Statement

Bendigo Kangan Institute (BKI) recognises and is committed to the delivery of a positive health, safety and wellbeing culture underpinned by our legal and social responsibilities. Developing and embedding individual and collective ownership of psychological and physical health, safety and wellbeing, is central to our approach and facilitates the provision of a learning and working environment where everyone feels safe, positively engaged, and supported.

This Policy commitment, underpinned by BKI’s Health, Safety and Wellbeing Plan 20>25, and by a demonstrable leader led Health, Safety and Wellbeing Culture creates tangible and sustained safe and healthy working and learning environments, where the organisational values are leveraged to drive and support integrated safety and wellbeing into all aspects of our operations and activities.

Health, Safety and Wellbeing (HSW) Policy

BKI is committed to providing and promoting a healthy and safe working and learning space as far as reasonably practicable. This commitment will be achieved by:

- supporting a culture that embraces health, safety and wellbeing as a priority.
- proactively focusing on wellbeing and acknowledging the impacts of external factors.
- providing and maintaining a safe workplace and safe systems of work.
- complying with all relevant legislative requirements and adopting and applying relevant standards that reflect BKI's commitment to health, safety, and wellbeing and where practicable to meet or exceed industry standards.
- establishing appropriate policies and procedures outlining safe practices.
- taking a holistic and inclusive approach to health and safety, promoting positive mental health and wellbeing and effectively preventing and responding to occupational violence and aggression.
- Developing and embedding a Leader Led Positive Health, Safety and Wellbeing Culture through Senior Managers 'Officers', who demonstrate leadership, accountability, and commitment to improving physical and mental health and wellbeing; and who champion mental health and wellbeing initiatives.
- consulting and communicating openly with employees regarding their obligations under this policy.
- training and developing employees to ensure they have the necessary skills and knowledge to work safely and to contribute to ongoing improvements in safety performance.
- engaging in effective hazard identification and risk assessments, including implementation, monitoring and evaluation of hazard and risk controls, with the aim, where practicable, of eliminating risks, taking care to proactively apply learnings and act to prevent recurrence.
- seeking continuous improvement in health, safety and wellbeing performance through setting and measuring objectives and targets on a regular basis.
- supporting and promoting the Health, Safety and Wellbeing Committees within the workplace to allow them to be proactive and have a positive impact.
- maintaining and regularly reviewing the performance of the Health Safety and Wellbeing Framework 20>25.
- maintaining a safe, inclusive, and healthy working environment that is free from workplace bullying, sexual harassment, and discrimination.
- providing adequate resources, to support and maintain best practices and places enabling an environment where everyone is supported to apply safe systems of work and fulfil their health and safety responsibilities.
- continuous improvement embedded into practice, to better position BKI for future challenges; and
- helping our employees achieve full recovery following workplace illness or injury, and where practicable for personal illnesses and injuries.

Employees and students will as far as reasonably practicable:

- take reasonable care to protect their own health and safety and that of others that may be affected by their actions.
- comply with all health, safety and wellbeing policies, procedures and responsibilities.
- display safe working and learning behaviours.

Health, Safety and Wellbeing (HSW) Policy

- perform assigned duties in accordance with safe working practices.
- be empowered to report any of the following:
 - any unsafe work practices observed.
 - any incidents, injury, accident, or illness; or
 - any risk to health or safety.

5.0 Principles

- Compliance with Health, Safety and Wellbeing legislation and other obligations.
- Drive and fully integrate health safety and wellbeing into operations and activities.
- Build a Leader Led Positive Health, Safety and Wellbeing Culture underpinned by a commitment to continuous improvement.
- A commitment to drive and support mental health and wellbeing.
- A promise to collaborate and identify leading practices in the prevention, management and response to occupational violence and aggression (OVA).

6.0 Roles and Responsibilities

Role	Responsibilities
Chief Executive Officer (CEO)	The CEO is responsible for the execution and implementation of this Policy.
Executive Team and Education Executive Directors	The Executive and Executive Directors are responsible for proactively overseeing and enabling in the implementation of this Policy within their area of responsibility and accountability. Ensuring the provision of necessary resources are in place to proactively support the full implementation of this Policy and fostering a workplace and learning culture that supports, health, safety and wellbeing and continuous improvement.
Chief People, Culture and Strategy Officer	The Chief People Culture and Strategy Officer is responsible for the documentation, currency, review and implementation of this Policy.
Directors and Senior Managers	Directors and Senior Managers are responsible for proactively leading in the implementation of this Policy within their area of responsibility and accountability. Ensuring the provision of necessary resources are in place to proactively support the full implementation of this Policy and fostering a workplace and learning culture that supports, health, safety and wellbeing and continuous improvement.
People Leaders	People Leaders are responsible for proactively participating in the implementation of this Policy within their area of activity, responsibility and accountability. Ensuring all persons under their engagement or leadership are made aware of this policy and creating a workplace and learning culture that supports, health, safety and wellbeing.

Health, Safety and Wellbeing (HSW) Policy

Role	Responsibilities
Employees	<p>Employees by their actions, or omissions to act, are responsible for each other's health, safety and wellbeing including their own.</p> <p>Ensuring their proactive participation and co-operation in the actioning of this Policy within their area of activity.</p>
Visitors and Volunteers	<p>Visitors and volunteers are responsible for each other's health, safety and wellbeing including their own.</p> <p>Ensuring their proactive participation and co-operation in the actioning of this Policy within their area of activity.</p>
Students	<p>Students are responsible for their own health, safety and wellbeing and that of others including students, employees, contractors and others.</p> <p>Ensuring their proactive participation and co-operation in the actioning of this Policy within their area of activity.</p>
Contractors	<p>Contractors and those engaged by them are responsible for the implementation of this Policy in relation to their contractual arrangements and activities.</p>

7.0 Definitions

Word/Term	Definition
Reasonably Practicable	<p>In determining what is reasonably practicable, account must be taken of:</p> <ul style="list-style-type: none"> • 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. • The availability, suitability and cost of eliminating or reducing risk. • The steps a reasonable person or organisation would take.
Officer	<p>For the purposes of the OHS Act is:</p> <p>(a) A director or secretary of the corporation</p> <p>(b) A person who:</p> <ol style="list-style-type: none"> i) Makes decisions or participates in making decisions that affects the whole or a substantial part of the business of the corporation and/or ii) Has the capacity to significantly affect the corporation's financial standing
Visitor	<p>Anyone not employed, contracted to or studying at BKI that has specific reason or business with the Institute. This excludes members of the public using BKI premises as shortcuts, or other activities not directly related to BKI's operations or benefit.</p>
Volunteer	<p>Anyone who freely gives time to an organisation or a task without the receipt of financial gain.</p>

Health, Safety and Wellbeing (HSW) Policy

Word/Term	Definition
Students	Anyone studying or enrolled to study at BKI.
Culture of Compliance	Embedding compliance into everyday processes, decisions and workflows and sets the foundation and expectations for individual behaviour across the institute.
Contractor	Anyone not employed by but contracted to BKI for the provision of a service, including advice or any product. This includes sub-contractors.
Obligation	An act or course of action to which a person or organisation is morally or legally bound, includes duties and commitments. For example employer and employee duty of care, commitments imposed by industry bodies and policy statements.

8.0 Version Control and Change History

Ver.	Approved By	Approval Date	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
1.0	CEO	27/10/2014	04/12/2014	The content developed from Kangan Institute Workplace Health, Safety and Wellbeing Policy	December 2015	Executive Director Organisation Capability
2.0	N/A	N/A	02/03/2015	Editorial change: Removal of logos from template	December 2015	Executive Director Organisation Capability
3.0	CEO	31/12/2015	01/01/2016	Addition of one page policy statement	December 2016	Executive Director Organisation Capability
4.0	CEO	31/01/2019	01/02/2019	Review of OHS Policy and update for Wellbeing OHSW Policy	January 2019	Chief Organisational Capability Officer
5.0	CEO	May 2020	June 2020	Change to include commitment to address Changes in Legislation.	June 2021	Chief Organisational Capability Officer

Health, Safety and Wellbeing (HSW) Policy

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6.0	Board of Directors	06 October 2021	29 November 2021	Changes in response to Governance and Culture Committee feedback to confirm coverage of all at BKI, more aspirational commitments and commitment to driving Health, Safety and Wellbeing.	30 October 2023	Chief People, Culture and Strategy Officer

9.0 BKI Policy and Procedure Portal

Category	Key Words
Occupational Health and Safety	health; healthy workplace; occupational health and safety; OHS; safety; wellbeing; workplace health and safety; WHS