



## 1 Purpose

To ensure Occupational Health and Safety (OHS) is incorporated into all workplace and learning activities so the prevention of occupational injury and illness, and the promotion of well-being, becomes an integral part of organisational and learning cultures.

## 2 Scope

This policy applies to all Box Hill Institute (BHI) employees, students, clients, customers contractors, sub-contractors and visitors under the management or control of BHI.

For situations where employees and students are required to work/study off site, or a site not controlled by BHI the principles of this policy apply, however employees, students and clients should also make themselves aware of the host sites occupational health and safety policy.

For off shore entities, BHI will work in conjunction with the relevant entity to uphold the OHS principles within this policy and applicable legislation.

## 3 Policy Statement

BHI entities covered by this policy and associated procedures recognise their responsibilities under the Victorian *Occupational Health & Safety Act 2004* to provide for, so far as reasonably practicable, the health, safety and wellbeing of employees at work and other persons arising from the conduct of entities of BHI. This is achieved by providing a working and learning environment realised through risk identification and management, consultation and leadership values and behaviours.

BHI is committed to:

- An accessible OHS system committed to the elimination or minimised risk of injury or illness to people associated with its operations;
- Implementing and maintaining arrangements for consultation on health, safety and wellbeing where there is a potential impact on health and safety within the workplace;
- Continuing to embed a culture where proactive safety engagement is encouraged, with proactive processes to ensure hazards are identified, assessed, controlled and reviewed;
- Ongoing compliance with Victorian Occupational Health and Safety legislation; applicable Compliance Codes and Australian Standards;
- Establishing Occupational Health and Safety targets and reporting on the progress within the workplace aimed at eliminating work related injury;
- Promoting and endorsing Health, Safety and Wellbeing initiatives and programs supporting employee engagement contributing to a positive workplace health and safety culture;
- Reviewing existing facilities, practices and learning activities with industry best practice and a process of continuous improvement of the safety management system; and
- Providing appropriate training and engagement opportunities; including the dissemination of information related to health and safety.

## 4 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the BHI Code of Conduct for employees.

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All students are expected to conduct themselves in a manner consistent with the BHI Student Code of Conduct.

## 5 Related Procedures

PROOD03A – Occupational Health and Safety Responsibilities Procedure.

## 6 Related Operating Guidelines

- Nil

## 7 Related Forms

- Nil

## 8 Related Legislation and Registration

### 8.1 Box Hill Institute

- Nil

### 8.2 External

- *Occupational Health & Safety Act 2004 (Vic)*
- *Occupational Health & Safety Regulations 2017 (Vic)*

## 9 Records

Records will be maintained in accordance with the requirement of BHI's Record Management Policy and Procedures.

## 10 Review

This policy must be reviewed no later than two (2) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior the scheduled review date.

## 11 Approval Body

Owner	Author
Chief Executive Officer	Manager, Health, Safety & Wellbeing

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**Occupational Health & Safety Policy**

Document No.: **BHI-HSW-POL-001** Version: **4.2019**

Process Area: **Health, Safety & Wellbeing**



Version	Date	Amended by	Changes Made
1	01 May 2014		Initial Document
2	04 December 2015		Minor Amendments
3	09 October 2017	Manager, Health, Safety & Wellbeing	Policy Review
4	30 January 2019	Manager, Health, Safety & Wellbeing	Administrative amendments – inclusion of clients and customers in section 2.
	4 June 2019	Academic Quality Assurance Officer	Minor Administrative changes to reference reference to 'BHIG' and 'CAE'

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