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Occupational Health and Safety POLICY – Version 5

Authorised by:

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Document: **Occupational Health and Safety Policy**

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

Process Area: **People, Culture & Transformation**

Document Control

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.
5	21 April 2022	Manager, Health, Safety & Wellbeing	Administrative amendments & new policy template.

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.

Application

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.

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 the 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 (physical or psychological) to individuals associated with its operations;

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- Implementing and maintaining arrangements for consultation on health, safety and wellbeing where there is a potential impact on health and safety within the workplace;
- Creating and maintaining a culture which promotes and encourages all individuals to actively identify and manage health and safety risks;
- Continuing to embed a culture where proactive safety engagement is encouraged, with proactive processes to ensure hazards are identified, assessed, controlled and reviewed;
- Promoting accountabilities and responsibilities for health, safety and wellbeing so individuals understand their role in creating safe workplace.
- Creating engagement opportunities and awareness of proactive health, safety and wellbeing ways of work
- Developing and embedding inclusive workplace activities to mitigate and raise awareness of physical and psychological health and safety.
- Ongoing compliance with Victorian Occupational Health and Safety legislation; applicable Compliance Codes and Australian Standards;
- Establishing a continuous improvement focus, including establishing Occupational Health and Safety targets, monitoring and reporting on the progress with targeted strategies and initiatives aimed at eliminating work-related illness and 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;
- Reviewing, investigating, supporting and learning from incidents. Including workplace investigations, workplace inspections and consultation to evaluation of risks and implementation of effective risk controls; and
- Providing appropriate training and engagement opportunities; including the dissemination of information related to health and safety.

Code of Conduct

Box Hill Institute has clear codes of conduct for staff and students and will not tolerate behaviour that does not meet our standards.

Related Documents

Related Legislation and Regulation

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

Related Policies and Procedures

PROOD03A – Occupational Health and Safety Responsibilities Procedure.

Definitions

Term	Definition
BHI	Means Box Hill Institute, Centre for Adult Education and wholly owned subsidiaries

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Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

Review

This policy must be reviewed no later than three years from the date of CEO 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 to the scheduled review date.

Responsibilities

The Executive Director, People, Culture and Transformation is responsible for establishing and maintaining a documented health and safety management system.

The BHI health and safety management system includes policies and procedures to promote health, safety & wellbeing and is committed to identifying, eliminating and promoting health, safety & wellbeing initiatives through:

- (a) consultation
- (b) compliance with legislation
- (c) operational application
- (d) planning and engagement
- (e) implementation
- (f) monitoring and review
- (g) reporting
- (h) continuous improvement

Associate Director Safety, Inclusion & Wellbeing is responsible for ensuring relevant health, safety & wellbeing training opportunities are provided and promoted to all employees, including compliance and mandatory health and safety training.

Managers are responsible for ensuring individuals in their area are aware of, and participate in relevant health, safety & wellbeing training opportunities and is completed and compliance and mandatory health and safety training is current.

Appeals


A person seeking to appeal a decision under this policy may lodge a complaint, subject to the requirements of the complaints, review and appeals provisions of the Constitution of the Box Hill Institute."

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Policy Owner

The Executive Director People, Culture and Transformation is the owner of this policy.

Executive Director Signature	Date Endorsed	Name/Title
	13 July 2022	Executive Director People Culture & Transformation

Author/s	Name
Associate Director Safety, Inclusion & Wellbeing	Bron Glover

Approval Body

The CEO is the approval body.

Signature	Date	Name/Title
	14 / 7 / 2022	Grant Radford CEO & Managing Director