

### POLICY STATEMENT

EIT is committed to providing a healthy and safe working and learning environment, which enhances the well-being of all workers and students by:

- Continuously improving its health and safety performance and management systems with the aim of reducing work-related injury and illness;
- Supporting and promoting well-being;
- Complying with health and safety legislation, regulations and relevant codes of practice;
- Encouraging ‘worker’ and student participation in work health, safety and well-being issues;
- Reporting and applying learnings from workplace incidents, near misses and audits;
- Facilitating hazard identification, risk management and emergency readiness, to continuously improve health and safety performance;
- Providing return to work programmes that encourage a timely return to work for injured staff members; and

Providing training, support and advice to ensure that workers know how to apply safe practices at work and their work health and safety responsibilities.

### SCOPE

This policy applies to all workers, students and others.

### BACKGROUND

The Health and Safety at Work Act 2015 (the Act) has broadened the definition of Health to include both physical and psychosocial health. Health and Safety in the workplace takes a holistic approach, which includes wellbeing.

### DEFINITIONS

**CEO Health and Safety Advisory Group:** A group of senior managers appointed by the CEO to provide high level oversight of the Health and Safety Function across the whole institute and advise the Chief Executive on matters of strategic significance and risk management.

**Hazard:** Potential source of harm on a person.

**Health and Safety Committee:** The purpose of the HSC is to ensure that all ‘workers’ are represented and have an opportunity to participate in Health and Safety at EIT.

**Health:** Means physical and mental health.

Hardcopies of this document are considered uncontrolled copies of the original.

Please refer to the electronic source (QMS) for the latest version.

**Officer:** A person who occupies a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking. This includes the EIT Council and Chief Executive.

**Others:** This includes visitors and any other person who has a reason to be at EIT, as well as those that may be put at risk by the work of EIT. Visitors, parents, children, casual volunteers etc. This does not include those who are there unlawfully.

**Overlapping duties:** When a PCBU's duties overlap with other PCBUs. This may happen in a shared workplace, or a contracting relationship.

**PCBU:** PCBU means Person Conducting a Business or Undertaking. This is a legal entity such as the Institute, a main site contractor or a sub-contractor etc.

**Risk:** The probability and severity of harmful consequences arising from a hazard.

**Students:** Any person who is enrolled in an EIT course and has commenced their studies.

**Workers:** A person who works for EIT. This includes a staff member, a contractor and a person gaining work experience or undertaking a trial.

**Workplace:** A place where work is carried out and includes any place where a worker goes or is likely to be while at work. This includes vehicles, private residences, construction sites and other workplaces.

## ROLES AND RESPONSIBILITIES

When defining roles and responsibilities it should be noted that students are not explicitly defined as 'workers' under the HSW Act. However, EIT has a primary duty of care for its Students to as far as reasonably practicable, ensure their health and safety. Roles and responsibilities are as follows:

**CEO Health and Safety Advisory Committee:** Committee members are required to;

- To monitor trends and ensure that health, safety and wellbeing is being effectively implemented across the institute.
- To ensure that systems used to identify and manage health, safety and wellbeing risks are fit for purpose, effectively implemented, and continuously improved.
- To guide the strategic direction of health, safety and wellbeing efforts and be future focused in its intent.
- To make recommendations to the Chief Executive on health, safety and wellbeing.

**Health and Safety Committee:** Committee members represent workers on health and safety matters as follows:

- Enable co-operation between the Institute and workers about Health and Safety at work
- Assist in developing and reviewing Health and Safety policies and procedures
- Actively promote and participate in Health and Safety procedures including workplace audits, as agreed with the Health and Safety Section
- Monitor the Health and Safety performance of the Institute through quarterly reports
- Make recommendations to improve Health and Safety practices at EIT

**Managers** are required to:

- Ensure their team members and students know about health and safety processes and procedures, receive the right training and are inducted to each work area
- Inform team members, students and others of any known risks or hazards
- Actively manage risks and incidents
- Ensure emergency management processes are communicated to all team members and students
- Consult, co-ordinate and collaborate on H&S matters when there are overlapping duties. Promote and encourage wellbeing opportunities and activities for workers to attend.

**Officers** exercise due diligence to ensure the Institute meets its health and safety obligations by taking reasonable steps to:

- know and keep up to date with health and safety matters
- understanding the hazards and risks associated with the Institute's operation
- ensure resources and processes are in place to eliminate or minimise risks
- ensure processes are in place for receiving information on incidents, hazards and risks, and for responding to that information
- ensure health and safety processes and resources are in place and being used monitoring the health and safety performance of the Institute

**Other** people are required to:

- take reasonable care of his or her own health and safety and that his or her actions do not adversely affect the health and safety of others
- to comply with any reasonable instruction given by the Institute

**Students** are required to:

- take reasonable care of his or her own health and safety and that his or her acts or omissions do not adversely affect the health and safety of others
- report any incident, risk or hazard as soon as possible to their Tutor
- cooperate with notified health or safety policies and procedures given by the Institute and any other PCBU they are visiting
- inform others on any known risks or hazards

**Workers** are required to:

- Take reasonable care of his or her own health and safety and that his or her acts or omissions do not adversely affect the health and safety of others
- Report any incident, risk or hazard as soon as possible
- Cooperate with notified health or safety policies and procedures in the workplace
- Comply with any reasonable instruction given by EIT or the PCBU they are visiting
- Inform others on any known risks or hazards
- Participate in H&S activities that are relevant to the workers' health and wellbeing

**Overlapping Responsibilities:** When there is a shared workplace where more than once PCBU is involved, EIT and the PCBU are required to consult, co-operate and co-ordinate on H&S

Hardcopies of this document are considered uncontrolled copies of the original.

Please refer to the electronic source (QMS) for the latest version.

matters. This may include; plan ahead, and recognising how the work could affect all workers and the public

- Identify the risks that need managing and how these will be controlled
- Clearly define roles, responsibilities and actions, and explain these so everyone knows what to expect continue to communicate, co-operate, and co-ordinate, and carry out reasonable and proportionate monitoring.

**Wardens** are assigned to each floor or building, identifiable with fluoro vests, and liaise with fellow wardens to help manage an emergency situation. Their key responsibilities include;

- Ensuring all occupants have evacuated safely
- Ensuring that emergency services and EIT's emergency switchboard has been called
- Liaising with emergency services on their arrival including informing them of any occupant who needs immediate attention.

#### PERSONS / GROUPS AFFECTED

- Council
- Workers
- Students
- Others

#### CONSULTATION PROCESS

The policy was put out for consultation with workers and the EIT Student Association on 6 September 2017. The final policy was approved by 21 September 2017

#### QUALITY OUTCOMES

- a) All those who use our facilities consider EIT to be a healthy, safe and supportive workplace
- b) Workers and Students understand their role and demonstrate their responsibilities
- c) All workers will strive to improve the workplace, systems, and culture of Health, Safety and Wellbeing
- d) This policy will align with the Health, Safety and Wellbeing Framework.

#### OUTPUT STANDARDS

- a) Workers and students are inducted into the workplace and made aware of their roles and responsibilities
- b) Emergency procedures are developed, communicated and tested.
- c) All incidents are reported as soon as possible to the relevant manager and H&S section. Where the manager and/or H&S section deem necessary, and investigation will be undertaken.
- d) All hazards are acted on by way of reporting, controlling and reviewing.
- e) The right information, training, instruction and/or supervision is provided to ensure activities are undertaken safely.

- f) Health and Wellbeing services and activities are provided and promoted for staff and students
- g) When there are overlapping duties both PCBU's will consult co-ordinate and collaborate on the health and safety of the workers involved.
- h) EIT's Officers are supported in their role, and given the right information at the right time.
- i) Opportunities for worker and student participation in H&S will be provided. One example of this is through the H&S committee.

## COMPLIANCE STANDARDS

EIT recognises and accepts its primary duty of care and will meet the obligations of a PCBU listed in the Act. These obligations include to:

- a) provide a safe and healthy working environment, plant and work systems for workers
- b) provide the right information, training, instruction or supervision to all workers
- c) provide and allow access to facilities at work for worker's welfare
- d) provide and allow for worker participation
- e) notify any serious illness, injury or near misses to WorkSafe (notifiable events)
- f) monitor worker's health and workplace conditions to prevent illness or injury

## REPORTING STANDARDS

- a) Health & Safety Advisor will report on compliance of this policy to the Human Resources Director and H&S Committee
- b) The Human Resources Director will report on compliance of this policy on a monthly basis to the Executive team, and quarterly to the Council.
- c) All complaints and/or questions in relation to this policy are directed to the Human Resources Director

Document information – Office use only	
<b>Document Name</b>	Health, Safety and Wellbeing
<b>Document Number</b>	QS180
<b>Executive</b>	Human Resources Director
<b>Owner</b>	Human Resources Director
<b>Developer</b>	Health, Safety and Wellbeing Advisor
<b>Review Frequency</b>	36
<b>Last Review</b>	21/09/2017
<b>Next Review</b>	21/09/2020
<b>Related Items</b>	<a href="#">Click here</a> for Related Documents (available only on Staffnet)
<b>Version history</b>	New format May 2018