

Health and Safety Policy and Procedure

Supporting plans, policies and procedures	<ul style="list-style-type: none"> • Code of Conduct • Critical Incident Policy and Procedure • Student Wellbeing and Support Policy and Procedure • Risk Management Policy • Resource Access and Usage Policy • Bullying, Harassment, Discrimination, Sexual Assault and Sexual Misconduct Policy and Procedure • Non-Academic Misconduct Policy and Procedure
Related legislation and references	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Version	3.0
Approved by	Board of Directors and Academic Board
Date approved	23 July 2021
Document Review	This document is to be reviewed every two-years at a minimum from the date of final approval.

Version	Review Date and Person/Body	Notes
0.1	Draft prepared by CEO and approved at 7 January 2020 Board of Directors meeting	
1.0	Reviewed by Learning and Teaching Committee (LTC) on 4 February 2020	LTC recommends that the AB approve this policy and procedure
1.1	Presented to Academic Board on 18 February 2020 for approval	
2.0	Approved by the Academic Board on 18 February 2020	Reference to Student Wellbeing and Support Policy and Procedure added
2.1	Reviewed and approved at 20 October 2020 Academic Board meeting Reviewed and approved at 28 October 2020 Board of Directors meeting	Minor amendments following comments from external reviewers
3.0	Reviewed and approved by the Board of Directors and Academic Board via email circulation on 23 July 2021	Updates made following the response to the TEQSA Request for Information 23 July 2021

Background and Scope

This document outlines MIHE's approach to dealing with health and safety on the MIHE campus. This policy provides clear direction as to the responsibilities and manner in which staff, students and all stakeholders of MIHE are to conduct themselves in accordance with the requirements of Work Health and Safety (WH&S) legislation. This policy and procedure apply to all MIHE visitors, students, staff and contractors.

Definitions

Refer to Glossary of Terms.

Policy

This policy and procedure protect the health and safety of all MIHE visitors, students, staff and contractors in accordance with the requirements of Work Health and Safety (WH&S) legislation. MIHE is committed to providing and maintaining a safe, healthy and hazard free work and study environment for all staff, temporary staff, contractors, students, clients and visitors.

MIHE will ensure the following:

- provide appropriate financial and physical resources to ensure compliance with the relevant Work Health and Safety Act 2011 and other relevant regulatory and good practice requirements to ensure effective health and safety measures are in place;
- plan for emergency and provide appropriate health and safety training to staff, temporary staff, contractors and students;
- ensure all staff receive health and safety training as part of their induction;
- ensure all students are informed of health and safety requirements and obligations on orientation;
- disseminate health and safety information to all staff, temporary staff, contractors, students and visitors as appropriate and in a timely manner;
- implementation of cooperative, consultative and risk-based approach to health and safety and shared responsibility of identifying and responding to health and safety issues;
- reduce health and safety risks through documented processes of hazard identification, assessment, implementation and review of controls;
- investigate all reported risks and incidents;
- ensure health and safety risks or incidents which are identified and reported are subject to a risk assessment evaluation in a timely manner;
- monitor, report and respond to any risks or incidents which have been investigated; and
- ensure continuous improvement efforts are aimed at the minimising safety risks and work-related injury and/or illness.

Ensuring health and safety is not just the responsibility of MIHE, but must be understood and shared with staff, temporary staff, contractors, students, clients and visitors who are expected to take

reasonable care for their own health and safety and refrain from actions which may put themselves or others at risk.

Staff, students, contractors and visitors are expected to:

- Comply with MIHE health and safety policy and procedure and act in a manner that does not put themselves or others at risk;
- Undertake any work and safety training or induction provided by MIHE;
- Report any issues which may be hazardous or a health and safety risk in a timely manner and where safe to do so, acting to eliminate or reduce the hazard or the effects of the incident.
- Report any incidents where there has been injury to any person on campus immediately;
- Report any alleged bullying, harassment or discrimination they are aware of; and
- Encourage fellow staff, students, contractors and visitor to create and maintain a safe and healthy work environment; and co-operate with all other staff, students, contractors and visitor to enable the health and safety responsibilities of all employees to be achieved.

Procedures

Student health and safety awareness

MIHE will ensure that all students are informed of health and safety requirements and obligations on orientation. MIHE will also provide all students with the appropriate health and safety training required to meet the relevant industry regulatory body's requirements to ensure students' safety.

Staff and Contractor health and safety awareness

MIHE will ensure that all staff and contractors are provided with induction and appropriate health and safety training required to meet the relevant industry regulatory body's requirements to ensure staff safety and capacity to maintain safe working and learning environments.

Accident, injury or critical incidents

A person observing the hazard or incident should ensure that it is safe for them to remain near the hazard or where the incident occurred. The person should call 000 if there is an immediate risk to life. Where safe to do so, the person observing the hazard or incident should act to prevent an incident or further harm (e.g. administering first aid).

In the event of an accident or injury (that is not a critical incident), written report is to be completed by the most senior person on site at the time of the incident. This report is to be submitted to the Administration Manager of MIHE by close of business on the day of the accident or injury. The

Administration Manager will be responsible for managing all processes following the accident/injury report. The report must include at least, but not limited to, the 1) date and time of the accident or injury; 2) people involved/witnesses; 3) a detailed description of what and who (alleged) caused the accident/injury; 4) an assessment of the nature and seriousness of the accident/injury (if known); 5) recommended next steps and any escalations required.

If the event is a critical incident – refer to the *Business Continuity and Critical Incidents Plan* and *Critical Incidents Policies and Procedure*.

Smoking

The MIHE campus is a smoke free zone. Persons wishing to smoke cigarettes, cigars, etc. may do so outside, and at least 10 meters away from the MIHE campus. Smokers are required to dispose of cigarette butts appropriately and anyone found to be smoking on campus may face disciplinary action.

Prohibited Substances

As outlined in the MIHE Code of Conduct, students, staff, directors, committee members, contractors, consultants, guests and visitors must not possess, use or supply a prohibited weapon or any prohibited substance at MIHE or while engaged in any activity related to MIHE.

MIHE enforces a zero-tolerance policy in relation to prohibited substances and any person found to be under the influence, or providing to any other person prohibited substances such as and not limited to alcohol, illicit drugs and weapons will face disciplinary repercussions which may include expulsion or termination of enrolment/employment/contract.

Illness and Disease Control

MIHE is committed to reducing the possibility of cross infection of illness and disease. All students, staff, contractors, consultants and visitors are strongly encouraged to:

- confidentially advise either the Administration Manager, Dean or their manager if they have an illness or disease that may be infectious (such as hepatitis, influenza, etc.) and
- not attend training sessions or the workplace if they have an infectious illness or disease that has not been reported to MIHE and strategies implemented to reduce the risk of cross infection.

Once a MIHE staff have been advised of an illness or diseases that may be infectious, the MIHE staff can discuss what can assist them to benefit from the learning and work environment whilst reducing the risk of complications or cross-infection.

All students, staff, contractors, consultants and visitors are required to:

- report all injuries immediately for infection control first aid;

- cover and keep covered at all times all open wounds and/or sores;
- use the washing facilities provided in the toilets;
- clean up after themselves and place all and any litter in the bins provided; and
- not share crockery or cutlery.

MIHE also reserves the right to request a student, staff member or other stakeholder that is obviously or strongly suspected of being infectious to leave the campus and seek a medical clearance before they return.

For further details on how MIHE supports student physical and mental wellbeing refer to the *Student Wellbeing and Support Policy and Procedure*.

Maintenance of Facilities

MIHE will regularly check and takes appropriate action, to ensure the safety of the entry and exit, work areas, floors and other surfaces, workstations, lighting and ventilation as well as extreme temperatures.

To ensure safety, accessibility and working order, MIHE will also regularly check drinking water, toilets, hand washing and hand sanitising facilities, dining facilities and personal storage at MIHE.

First Aid Facilities and Information

MIHE will ensure that the first aid kit is kept in a prominent location where it is easily identifiable and accessible. With a list of contents, the first aid kit will contain adequate contents for administering first aid. All items must be in working order and used items will be replaced immediately. A ratio of 1 first aider per 50 staff and students will be maintained at all times.

Breaches

If a student or staff member is found to be in breach of this Policy or Procedure may be subject to disciplinary action in accordance with the relevant *Code of Conduct*.

Appeals

Appeals concerning any decision taken in relation to this Policy and Procedure should be made under the relevant *Staff/ Student Complaints and Appeals Policy and Procedure*.