

1. PURPOSE

To provide a framework for governance to ensure adherence to the Victorian Occupational Health and Safety Act and associated legislation and regulations.

2. SCOPE

Applies to all Holmesglen employees, learners, contractors and visitors and members of the community.

3. POLICY STATEMENT

Holmesglen recognises and is committed to its ethical and legal responsibilities under the Victorian OH&S Act and associated legislation. This commitment extends to ensuring that all operations within the Institute do not place anyone at risk of injury or illness or cause property damage so far as is reasonably practicable.

Holmesglen's approach to managing occupational health and safety is guided by the Department of Education and Training's OHSMS Implementation Guide.

4. PRINCIPLES

- 4.1 Occupational health and safety is the responsibility of all members of Holmesglen's community and specific accountabilities and responsibilities are assigned to particular positions.
- 4.2 The Institute abides by the key principles of the Victorian Occupational Health and Safety Act and the Victorian Occupational Health and Safety Regulations and other relevant legislation as shown in the OH&S Reference Matrix.
- 4.3 Holmesglen establishes annual objectives, themes based on legislation and best practice. These objectives are monitored, measured and reported regularly on each theme.
- 4.4 Holmesglen maintains and continually improves its OH&S procedures aimed at eliminating or minimising risk of injury or illness to people associated with the Institute's operations.
- 4.5 Monitoring of a range of potential health and environmental hazards is undertaken annually to minimise work related illness or injury.
- 4.6 The Institute maintains effective systems for accurate and timely communication of health and safety matters and including OH&S as a standing agenda item at department meetings.
- 4.7 Holmesglen is committed to consult, co-operate and support employees in all matters that impact on health and safety in the workplace.
- 4.8 Holmesglen provides information, resources, instructions, training and supervision as required to fulfil its occupational health and safety responsibilities.
- 4.9 Holmesglen provides and maintains plant and equipment and systems of work that are safe and without risk to health and safety.
- 4.10 All employees, learners and contractors are inducted to ensure that they meet both external and internal Occupational Health and Safety Standards.
- 4.11 Holmesglen has a zero tolerance approach to non-compliance with both OH&S legislation and management directions in relation to OH&S.

5. ACCOUNTABILITIES

Action	Accountability
<ul style="list-style-type: none"> ▪ Report all known and observed hazards to managers. ▪ Respond to emergencies in accordance with the relevant OH&S and Child Safe procedures. 	All
Monitor, review and report on OHS performance.	Associate Director Human Resources
Schedule and chair regular occupational health and safety committee meetings throughout the year.	Associate Director Human Resources
Update and maintain procedures that cover all aspects of OH&S.	Associate Director Human Resources
Manage relationships with WorkSafe.	Associate Director Human Resources
Provide OH&S induction to all employees.	Associate Director Human Resources
Provide OH&S inductions to all learners.	Heads of Department (HODs)/ Principal
Manage induction processes of all contractors as required.	Manager Services Security
Manage and monitor high risks works for all contractors, as required	General Manager (GM) Infrastructure and Property Services
Manage communications, training, advice and support to ensure all OH&S obligations and reporting requirements are met.	Associate Director Human Resources GM Infrastructure and Property Services
Set up a monitoring plan to identify environmental hazards.	Associate Director Human Resources GM Infrastructure and Property Services
Manage processes required in the event of communicable diseases outbreak.	Associate Director Human Resources
Identify, manage and control dangerous goods and hazardous substances in conjunction with managers.	Associate Director Human Resources and GM Infrastructure and Property Services
Manage the safe operational conditions of plant and equipment.	GM Infrastructure and Property Services and Managers
Ensure: <ul style="list-style-type: none"> ▪ Critical Incident Management plan is maintained and reviewed. ▪ Evacuation drills and planned and implemented. 	Executive Director Corporate and Commercial Services
Provide and maintain facilities that are safe and free from risk to health	Executive Director Corporate and Commercial Services
Ensure OH&S is a standing agenda item.	Managers

Action	Accountability
Comply with safe work practices (including use of personal protective equipment) with the intent of avoiding injury to self and others and/or damage to plant and equipment.	All employees, learners, visitors and contractors
Comply with any directions by Management for health and safety.	All

6. DEFINITIONS

Term	Meaning
Environmental Hazards	Is a substance, which has the potential to threaten people's health and the surrounding natural environment.
Hazard	Hazard means anything that has the potential to cause injury or illness or damage to plant or property.
Managers	The person who is responsible for the operations a faculty, department, centre, unit or a functional area within Holmesglen.
Occupational health and safety	Multidisciplinary field concerned with the safety, health and welfare of people.
Personal protective equipment	Refers to protective clothing, helmets, goggles, glasses, ear muffs, or other garments or equipment designed to protect the wearer's body from injury or infection.
Risk	Risk means the likelihood of injury, illness or property damage arising from exposure to a hazards.

7. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal

Child Safe and Wellbeing Policy

Conduct Rule

Holmesglen Critical Incident Management Plan

Occupational Health and Safety Committee Terms of Reference

Occupational Health and Safety Reference Matrix

Risk Management Rule

External

Education and Training Reform Act

Victorian Occupational Health and Safety Regulations 2017

Victorian Occupational Health and Safety Act 2004

WorkSafe, Victoria

Compliance Codes

DHHS blue book

OHSMS Implementation Guide

8. REVIEW

8.1 This policy must be reviewed no later than three years from the date of approval.

8.2 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.

9. VERSION HISTORY

Version Number	Date	Summary of changes
1	May 2018	New policy.
2	September 2020	Updates to terminology and definitions