



## Melbourne College of Divinity General Occupational Health and Safety Policy

### 1. Purpose

This policy defines the responsibility of the Melbourne College of Divinity (MCD) and its Registered Teaching Institutions (RTIs) for Occupational Health and Safety.

### 2. Application

This Policy applies to all staff, students, and visitors in the College environment generally.

### 3. Legislation

Occupational Health and Safety Act 2004

### 4. Policy

#### 4.1 Commitment

The MCD recognises its obligation to take all reasonable precautions to provide and maintain, so far as is practicable, an environment that is safe and without risks to health for employees, students and visitors.

The Director Finance and Administration (Registrar) and the Quality and Compliance Manager are responsible for assisting the Dean and President in the overall implementation of the wider College's Health and Safety Policy and providing guidance in the management of health and safety to the officers they supervise.

This policy will be reviewed every two years by a Working Group formed from the Occupational Health and Safety Committees within the MCD community.

#### 4.2 Safety objectives

- Establish and maintain an OHS management system that facilitates a structured approach to the management of OHS risk.
- Provide adequate human, financial and time resources to ensure the effectiveness and sustainability of the system.
- Keep up-to-date with relevant health and safety legislative obligations. Achieve and maintain compliance with these obligations.

- Promote a safety culture that encourages people to proactively manage health and safety risk through education, instruction, information and supervision.
- Clearly define and communicate staff, student and visitor responsibilities in relation to health and safety.
- Proactively identify and manage health and safety risk via a documented hazard identification, risk assessment, risk control and monitoring process.
- Improve processes to ensure that incidents and hazards are promptly reported, investigated where appropriate, and control measures are put in place to eliminate or minimise the chance of a repeat event.
- Maintain building infrastructure, plant and equipment in a safe condition with documented safe systems of work.
- Routinely monitor and review OHS performance to achieve continual improvement.

### **4.3 Responsibilities for safety**

Safety is the concern of all employees and, in addition, certain groups within the MCD community have specific responsibilities.

#### **4.3.1 Staff with specific responsibilities**

The following staff are responsible for occupational health and safety.

MCD Dean, Heads of RTIs and/or Colleges, Senior Managers, Heads of Departments, Academic Staff.

These officers need to ensure that activities within their areas of control are undertaken with proper diligence to health and safety giving full attention to:

- Provision of site-specific inductions for all staff and students;
- Consultation with staff and students;
- Communication of safety procedures;
- Identification of hazards and risk management within their areas of responsibility;
- Investigation of accidents and remedial action;
- Staff with special safety duties such as health and safety representatives.

#### **4.3.2 Supervisors**

Those who allocate tasks to staff (academic or general) and students are responsible to their managers for ensuring that work is carried out safely. They should ensure that:

- Staff, students and others are briefed in relevant safety procedures;
- The procedures are complied with;
- Unsafe conditions are remedied or reported;
- All injuries and accidents are reported.

#### **4.3.3 Employees**

Each staff member is responsible for ensuring the health and safety of his/her environment. All employees (including those referred to in section 4.3.1) are to comply with the Melbourne College of Divinity Occupational Health & Safety policy generally and site-specific policies and procedures.

And in addition, employees must:

- Take all reasonable care for their own health and safety and that of others who may be affected by their conduct at the workplace;
- Not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- Co-operate with MCD in relation to actions taken by MCD to comply with occupational health and safety legislation;
- Comply with health and safety instructions;
- Attend inductions and training as initiated at College, RTI, and work unit level;
- Take action to avoid, eliminate or minimise hazards;
- Make proper use of personal protective equipment;
- Not wilfully place at risk the health and safety of themselves and others;
- Seek information and advice where necessary;
- Be familiar with reporting, emergency and evacuation procedures.

#### **4.3.4 Students**

All students are responsible for adopting safe work and study practices and are to comply with the Melbourne College of Divinity Occupational Health and Safety policy generally and site-specific policies and procedures.

And in addition, students:

- Must not wilfully place at risk the health or safety of any person at the MCD or RTIs;
- Must not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare and must cooperate with MCD and RTIs in relation to actions taken to comply with occupational health and safety legislation.
- Comply with health and safety instructions;
- Attend inductions and training as initiated at their RTI;
- Take action to avoid, eliminate or minimise hazards;
- Make proper use of personal protective equipment;
- Not wilfully place at risk the health and safety of themselves and others;
- Seek information and advice where necessary;
- Be familiar with reporting, emergency and evacuation procedures.

#### **4.3.5 Visitors**

Visitors are required to comply with all instructions given by authorised MCD and RTI staff for the protection of their health and safety while on MCD and RTI premises.

### **4.4 Consultation**

#### **4.4.1 Occupational Health and Safety Committees**

The MCD is committed to encouraging consultation and co-operation between management and employees. An Occupational Health and Safety Committee (OHS Committee) has been established at Central Administration, which encourages the election of an employee health and safety representative who is consulted and involved in any workplace changes which

could affect health and safety. Each RTI and/or college shall have an OHS Committee and an employee health and safety representative to perform a similar role.

#### **4.4.2 Workplace Health and Safety Representatives**

The Workplace Health and Safety Act 1995 states that a workplace health and safety representative:

- Is a worker at a workplace who is elected as a workplace health and safety representative by their co-workers at the workplace.
- An employer cannot appoint a workplace health and safety representative.
- A worker does not need any experience or qualification to be a workplace health and safety representative.

MCD Central Administration and each RTI are required to train staff to perform the duties of an accredited Workplace Health and Safety Representative (WHSR). These officers must have completed the required training as specified by the Division of Workplace Health and Safety. The functions of a WHSR are set out in the Workplace Health and Safety Act 1995.

The WHSR should be a member of the Health and Safety Committee within their area of responsibility.

#### **4.4.3 Time and Training**

All Health and Safety personnel are entitled to time off from their other work while carrying out functions as Committee Members or Workplace Health and Safety Representatives, but are regarded as being employed in their usual work. They are entitled to attend accredited training courses at the employer's cost.