



Occupational Health and Safety Policy, MCD Central Administration Kew

Purpose

The Melbourne College of Divinity (MCD) is committed to promoting and providing a healthy and safe working environment.

Scope

This policy applies to all staff, contractors, and visitors at MCD Central Administration in Kew, Victoria.

Roles and responsibilities

Director, Finance and Administration (Registrar)

The Director of Finance and Administration (Registrar) (DFA(R)), as directed by the Dean, must provide a safe and healthy environment for MCD staff, contractors, and visitors at MCD Central Administration.

This includes:

- Maintaining the workplace in a safe condition (such as ensuring fire exits are not blocked, emergency equipment is serviceable, and the worksite is generally tidy)
- Providing staff, contractors, and visitors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)
- Ensuring staff, contractors, and visitors have adequate information, instruction, training and supervision to work in a safe and healthy manner

- Monitoring and keeping records relevant to employees' health and safety (such as records of ergonomics, first aid records and relevant medical information)
- Employing or engaging people with the necessary qualifications or expertise to advise on health and safety issues affecting staff
- Consulting with staff, contractors, and visitors on matters that may directly affect their health, safety or welfare. Where the staff, contractors, and visitors are represented by a health and safety representative (HSR), the HSR must also be involved in the consultation
- Dealing with staff, contractors, and visitors and their health and safety representatives in resolving health and safety issues at the workplace
- Providing the staff, contractors, and visitors with information about the workplace health and safety arrangements, including the names of those to whom an inquiry or complaint can be made
- When hiring new employees, they should be informed in writing of the nature of the work and asked if they have any pre-existing injury or illness that may be affected by the work
- Staff and contractors should be informed in writing that failing to notify or hiding a pre-existing injury or illness which might be affected by the nature of the proposed employment could result in that injury or illness being ineligible for future compensation claims

Occupational Health and Safety Representative

The Occupational Health and Safety Representative at MCD, in consultation with the DFA(R) and the other member of the OH&S Committee, is responsible for all occupational health and safety issues including:

- Maintaining the Hazard and Incident Tracking (HIT) Register;
- Resolving all OH&S issues;
- Ensuring MCD complies with all government regulations;
- Promoting this policy.

The Occupational Health and Safety Representative, in collaboration with the DFA(R), is also responsible for compiling lists of:

- All resources, including plant, chemicals, personal protective clothing and equipment

- Potential hazards and risk controls including specific precautions required
- Legislation, standards and codes of practice

Staff, contractors, and visitors

All staff, contractors, and visitors have a duty of care to ensure that they perform in a manner that is not harmful to their own and others' health and safety, and comply with this policy. All should be alert for risks to self and others, in areas such as:

- Manual handling
- Dangerous goods/hazardous substances
- Plant
- Electrical safety
- Working at heights
- Ergonomics in the office environment

General Housekeeping

All staff should ensure that:

- Debris and waste resulting from work is to be removed regularly
- Materials, tools and waste shall be located so as to reduce risks to health and safety prior to leaving the office daily
- Major pathways and emergency exits are kept clear

Hazard and Incidents Reporting

All staff must report any hazard or incident by updating the ***HIT Register*** found at *M:\Occupational Health & Safety*. The register is managed by the Health and Safety Representative, who may carry out further investigation and reporting.

Policies

Working alone after hours

The standard working hours at MCD are 9 am to 5 pm

Staff working alone before and after hours must ensure that all external doors are locked

The DFA(R) must ensure there is sufficient lighting to and at the car park

Alcohol and drugs

Staff, contractors and visitors must ensure that they are not adversely affected by alcohol or drugs while on site. MCD reserves the right to request anyone who is intoxicated to leave the premises.

When alcohol is served at any MCD event, the DFA(R) must ensure that:

- Food is provided
- Non alcoholics drinks including water are also served
- Responsible drinking or drinking in moderation is encouraged
- Anyone who is intoxicated will be refused to be served alcohol
- Emergency services are contacted on 000 when there is violence or illness due to alcohol intoxication

Bullying

MCD is committed to providing an environment that is free from bullying and harassment

All complaints of bullying should be forwarded to the DFA(R) and also refer to the Grievance Policy on the MCD website.

Workstations

WorkSafe Victoria recommends that workstations are to be set up as follows:

Chair

- Backrest height and back tilt are adjusted to fit the curve of the user's back and allow a slightly reclined posture

- Seat height and angle are adjusted so that the user can sit with their feet flat on the floor, hips between 90 degrees and 120 degrees
- An adjustable-height footrest is supplied if required

Desk/bench

- If the desk is adjustable, the surface should be set just below the user's elbow height
- If the desk is not adjustable, the surface is to be set just below elbow height (e.g. chair raised slightly, foot rest supplied)
- The desk must be large enough to fit the task requirements of the job
- The desk must be deep enough to allow the computer screen to be approximately at arm's length away
- There must be adequate space under the desk to allow comfortable forward facing posture and ability to access and exit the workstation
- The desk corners and under desk space must be rounded, smooth and free of sharp edges (e.g. no keyboard or shelves under desk)
- Items such as disk drives, files, rubbish bins and desk drawers are stored so that they do not interfere with available space under the desk
- Frequently used items on the desk are to be stored within easy reach (e.g. keyboard, telephone)
- Large or heavy items are stored within close reach and not above shoulder height, or nearby where one has to stand to access them

Computer

- The keyboard must be close to the front edge of the desk allowing space for the wrists/forearms to rest on the desk surface (about 12 – 15cm)
- The keyboard feet must be adjusted to position the keyboard as flat as possible on the desk
- Staff should touch type to avoid the need to look down at the keys
- The mouse must be positioned as close to the keyboard as possible
- The mouse must be as close as possible to the midline and staff should not hold the mouse when not in use
- The screen must be positioned at approximately arm's length from the staff member's seated position

- The screen must be positioned so one can look straight ahead and slightly down at the screen (top of screen level with or below eye level when the user is sitting upright)
- The screen must be positioned directly in front of the user (or close to this position if a document holder or second screen is required)
- The screen must be positioned to avoid reflections or glare from windows or lights (e.g. not facing or backing onto windows)

Telephone

- The telephone should be placed within close reach on the side which is comfortable to use with other tasks and equipment
- If there is considerable telephone work, a headset must be provided
- The headset must be appropriate for the task (one or both ears) and comfortable to wear

Fire

The Occupational Health and Safety Representative is responsible for constructing an emergency evacuation plan and for ensuring that procedures for such are located in central areas.

The DFA(R) must ensure there is signage for emergency exits, and advise staff, contractors, and visitors of evacuation procedures.

First Aid

There must be at least two staff who hold a current first aid certificate. The first aiders are responsible for ensuring that the first aid kit is well stocked.

First aiders should only provide assistance if it is safe to do so. The person who is injured or sick must consult a doctor after receiving first aid.

Workplace first aid facilities and arrangements include:

- First Aid Officers' names and contact details are published
- First aid kit(s) must be readily available
- Those who require first aid treatment should obtain it from a designated First Aid Officer

- First aid treatment is to be recorded on the Hazard and Incident Report and entered in the HIT Register Biological waste is to be reported to a First Aid Officer for removal

Toilets

Separate toilets are provided for male and female employees

Domestic and Offsite Travel

Before travel, staff must provide their Supervisor with the itinerary and contact details

International travel

Staff must not travel for MCD business to any country for which the Department of Foreign Affairs and Trade has issued a warning

It is advisable for staff travelling on MCD business to register with the nearest Australian diplomatic mission. This will enable Australian officials to provide appropriate advice if warnings are substantially upgraded or evacuation becomes necessary.

Before travel, staff should ensure that all required vaccinations are up to date and should provide their itinerary and contact details to their Supervisor

Noise

The Noise Regulation states that the noise exposure limits are an 8 hour average level of 85 decibels and a peak noise level of 140 decibels at the staff's ear position

The Noise Regulations set out a hierarchy or order of controls that must be applied when fixing noise problems. These are:

1. Elimination of noise sources
2. Substitution of quieter plant or processes or use of engineering measures
3. Administrative measures
4. Hearing protectors

Smoking

There is to be no smoking in or within 6 metres of the building

Temperature

The optimum temperature is between 21 - 26°C

If the building temperature drops below 16°C or reaches 35°C after consecutive days of extreme heat and climate control equipment fails, staff will be sent home

On warm days, staff are encouraged to take frequent cool drinks and MCD must ensure that cool water is provided

References

WorkSafe Victoria	http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/WorkSafe/Home/
WorkSafe Victoria <i>Officewise – A Guide to Health and Safety in the Office</i>	http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/worksafe/home/forms+and+publications/publications/import_officewise+-+a+guide+to+health+and+safety+in+the+office
Occupational Health and Safety Act (2004)	http://www.legislation.vic.gov.au/
MCD Grievance Policy	http://www.mcd.edu.au/grievances-policy
WorkSafe Victoria - <i>The Guide for Assessing and Fixing Noise Problems at Work 2005</i>	http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/WorkSafe/Home/Forms+and+Publications/Publications/import_Noise+problems+at+work+-+guide+for+assessing+and+fixing
Occupational Health and Safety Regulations (2007)	http://www.legislation.vic.gov.au/

