



**IHM**<sup>®</sup>  
*Institute of Health and Management*

# Health and Safety Policy and Procedure

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#### 1. Purpose

The purpose of this document is to outline the policies and procedures that IHM will use to ensure a safe place of study for on campus students and staff and ensure that IHM's health and safety obligations are met.

#### 2. Scope

This policy applies to all staff, students and visitors at IHM.

#### 3. Definitions

- **Bullying and Harassment:** Bullying and harassment includes:
  - Actions that cause distress, fear or damage to a person's happiness or wellbeing;
  - Speech or communication that causes distress, fear or damage to a person's happiness or wellbeing;
  - Failure to halt any action or form of communication once a person has indicated that it is causing distress, fear or damage to their or another person's happiness and wellbeing; and
  - Exclusion of a person from group activities or discussions.
- **Critical incident:** An event or series of events that create an immediate or imminent threat of serious harm and/or trauma to staff and students at IHM and that requires an operational response to the emergency. Examples include:
  - Fatal or life-threatening accident connected to IHM;
  - Murder, suicide, serious injury, serious physical or sexual assault on campus on the context of IHM endorsed activities;
  - Fire, explosion, structural collapse, bomb threat, serious chemical spill, natural disaster or environmental accident;
  - Serious health issue among members of the IHM community (e.g. outbreak of infectious disease among students).
- **Student:** An enrolled student at IHM.
- **Workplace:** A place where work, study or research is carried out for IHM and includes any place where a worker goes, or is likely to be, while working, teaching and studying.

#### 4. Policy Statement

IHM is committed to:

- 4.1 Providing and maintaining higher standards of health and safety in the workplace.
- 4.2 Complying with [work health and safety legislation](#).
- 4.3 Promoting a culture based on respect, health, safety and wellbeing and where bullying and harassment will not be tolerated.
- 4.4 Health and safety are the responsibility of everyone at IHM to contribute to a healthy and safe workplace.
- 4.5 Maintaining communication and consultation on work health and safety with staff, students and other workers at IHM.
- 4.6 Promoting an organizational culture that ensures health and safety is an integral part of IHM's management framework.

4.7 Maintaining an effective process for resolving health and safety issues and managing risks.

4.8 Providing appropriate health and safety training.

4.9 Regularly reviewing health and safety performance at IHM.

### 5. Responsibility

5.1 The CEO of IHM is responsible for the policy and is accountable for the performance of IHM in relation to this policy. The CEO will ensure sufficient allocations of resources are made for health and safety management and incident and emergency management.

5.2 The Quality Standards and Compliance Manager is responsible for monitoring the implementation of this Policy and Procedure and for regularly reviewing health and safety standards and performance at IHM through the Quality Assurance and Risk Management Committee.

5.3 All persons responsible for the management and supervision of others are responsible for the health and safety standards of the working environment at ICMS; and the health and safety of staff, students and visitors under their supervision/or management.

5.4 IHM staff and members of governing bodies all have a responsibility to identify and eliminate or mitigate risks to the health and safety of students.

5.5 Students who identify a risk to health and safety should report it to an IHM staff member.

### 6. Procedures

#### 6.1 Identifying, eliminating and mitigating risks to health and safety

6.1.1 IHM staff and members of governing bodies all have a responsibility to identify, eliminate or mitigate risks to health and safety of staff, students and visitors.

6.1.2 Students who identify a risk to health and safety should report it to an IHM staff member as soon as possible.

#### 6.2 Identifying unsafe situations which include harassment and bullying

6.2.1 Identifying unsafe situations which include harassment and bullying in which one party may have more power over another party includes:

- A group or members of a group of people communicating with an individual;
- A staff member communicating with a student;
- A senior manager communicating with a less senior employee;
- A member of a dominant social group communicating with someone from a minority group

6.2.2 Students who believe they are being bullied can:

- Bring the matter to the attention of a staff member at IHM;
- Ask the person committing the bullying or harassment to stop and/or;
- Seek personal help such as counselling.

6.2.3 Any person who witnesses bullying or harassment can report the incident to a staff member at IHM; communicate with the victim and offer them support and ask whether the behavior is adversely affecting them; and/or if safe to do so, communicate with the person committing the bullying and harassment.

6.2.4 Any person who believes that they are committing bullying or harassment must:

- Carefully consider any adverse effects their behavior may be having on others;
- Stop any bullying or harassing behavior, if able to do so; and
- Seek support and assistance from a member of staff or counselling service about how to modify their behaviour.



### 6.3 Reporting health, safety and wellbeing issues

- 6.3.1 When a student, staff member or visitor identifies an issue affecting their health, safety and wellbeing, they may:
- Discuss the matter with an IHM staff member, who will attempt to resolve the issue on an informal basis and/or refer to another staff member/committee if the matter is urgent;
  - Lodge the issue on the Health, Safety and Wellbeing register. Data from the register is reviewed by the Quality Assurance and Risk Committee at each scheduled meeting and used to make ongoing improvements;
  - Lodge a formal complaint about the issue in accordance with the processes outlined in the Complaints and Grievances Policy.

### 6.4 Health, safety and wellbeing audit

- 6.4.1 All IHM operations will be audited every three years, in alignment with the triennial review. The procedure for the audit includes:
- 6.4.2 The Quality Assurance and Risk Management Committee meet to deliberate the terms of reference for the review.
- 6.4.3 Members of the Quality Assurance and Risk Management Committee interview IHM employees regarding risk in their area of responsibility;
- 6.4.4 An OHS Survey is administered electronically to staff and students;
- 6.4.5 The Quality Assurance and Risk Management Committee reviews the evidence, together with long term statistics from the Health, Safety and Wellbeing Register, to determine any changes to policy, procedures and infrastructure that may be required to mitigate any risks that have been identified as part of the audit; and
- 6.4.6 Funding requests for infrastructure changes are put forward to the Finance and Resource Committee. Revised policies and procedures are submitted to the relevant committees and to the Board of Governors for approval.

### 6.5 Security arrangements to ensure the safety of students, staff and visitors

- 6.5.1 IHM will make security arrangements to ensure the safety of students, staff and visitors.
- 6.5.2 The security arrangements cover the protection of infrastructure and the privacy of sensitive information, such as:
- Ensuring fixed line telephones include security and emergency procedures are displayed;
  - Security and emergency procedures are displayed on IHM's website;
  - Stand-alone campus buildings are remotely monitored by a security company by video link. Facilities within a larger building or complex are equipped with security alarm systems which detect after hours intrusions;
  - Sensitive data will be stored using offsite servers housed in AS/NZS 7799 certified servers. This service may be provided by a third party with whom an appropriate contact has been established.

## 7. Health Regulations

7.1 **Smoking** is not permitted on any premises operated by IHM. Any student, staff member or person engaged in campus activities wishing to smoke any substance, including tobacco, will move off the land belonging to, leased or otherwise operated by IHM.

7.2 **Alcohol:** Whilst engaged in work at IHM, students and staff will not consume any alcohol, other than alcohol that is supplied as part of student or event functions and served in accordance with the Responsible Service of Alcohol legislation.

**7.3 Illicit Drugs:** Students, staff or visitors are not allowed to bring any substance that is illegal under Australian law to IHM premises or IHM functions and events. Students under the influence of illicit drugs, shall not be permitted to attend classes, functions or events at IHM. Where a person who is not an IHM student or staff member attends an IHM related function and is found to have to an illicit substance, that person shall be asked to leave the premises and will be trespassing if they fail to do so.

### **8. Supporting people injured or impacted by critical incidents**

**8.1 First Aid:** If a person is injured whilst on campus, speak with an IHM staff member. The staff member will support locating a trained first aid officer who will attend to the person's injury and keep a record of the injury using an incident report form.

**8.2 Emergency or critical incidents:** If a person is involved in or is a witness to a critical incident, this must be brought to the attention of an IHM staff member immediately. If the incident is an emergency, report it to the emergency services by dialing 000. Further procedures and processes for reporting critical incidents and emergencies which are set out in the Critical Incident Response Policy and Procedure.

### **9. Reporting and addressing safety issues and hazards**

**9.1** Any IHM employee who becomes aware of a hazard that may threaten the health and safety of themselves or others will act, where possible, to remedy or reduce the risk, including ensuring appropriate signage to deter others from placing themselves in danger;

**9.2** Add the risk to the IHM Risk Register;

**9.3** If the hazard poses an immediate risk, notify appropriate staff or services to have it addressed.

**9.4** IHM students will not attempt to lift or carry heavy objects that endanger their safety or wellbeing.

Where a heavy object is moved in the course of a student's study, that student will:

- Ask another person for assistance so that the weight can be shared;
- Use a mechanical lifting device such as a trolley; or
- Leave the object where it is until it can be arranged to be safely moved.

### **10. Ensuring the provision of health and safety information, training and supervision**

**10.1** Ensure all students and staff at IHM complete an induction session on health and safety

**10.2** Ensure the dissemination of health and safety information to all students and staff at IHM.

**10.3** Establish and disseminate emergency information.

### **Acknowledgement**

- Curtin University
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