



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

# Health and Safety Policy and Procedure

### Health and Safety Policy and Procedure

#### 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.
- **Sexual harassment** is any unwanted or unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated. Sexual harassment is not interaction, flirtation or friendship, which is mutual or consensual.
- **Sexual assault** occurs when a person is forced, coerced or tricked into sexual acts against their will or without their consent, including when they have withdrawn their consent. Sexual assault and sexual harassment are crimes and are not the victim survivor's fault.
- **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:

- Providing and maintaining higher standards of health and safety in the workplace.
- Complying with work health and safety legislation.
- Promoting a culture based on respect, health, safety and wellbeing and where bullying and harassment will not be tolerated.
- Providing a safe, respectful and inclusive environment to all students, staff and visitors.
- A zero-tolerance stance against sexual assault and sexual harassment and treating reports or concerns seriously and sensitively. IHM will provide a range of support services for people who have experienced sexual assault or sexual harassment so they can get the help that they need.
- Practicing the policy and procedure for the provision of a safe, respectful and inclusive environment including, Equal Opportunity Policy and Procedure, Critical Incident Policy and Procedure, Staff code of conduct and Student Code of Conduct.
- Health and safety are the responsibility of everyone at IHM to contribute to a healthy and safe workplace.
- Maintaining communication and consultation on work health and safety with staff, students and other workers at IHM.
- Promoting an organisational culture that ensures health and safety is an integral part of IHM's management framework.
- Maintaining an effective process for resolving health and safety issues and managing risks.
- Providing appropriate health and safety training.
- Providing detailed fact sheets / information sheets on health and safety measures and displaying posters about sexual harassment and sexual assault in the campuses.
- Providing details of what actions students should take to report sexual harassment and sexual assault
- Providing access to staff on how to enhance their personal safety, on the staff portals, in the form of videos and fact sheets.
- Regularly reviewing health and safety performance at IHM.

#### 5. Responsibility

- 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.
- The Quality Assurance Manager is responsible for monitoring the implementation of this Policy and Procedure and for regularly reviewing health and safety standards and performance at IHM.
- All persons responsible for the management and supervision of others are responsible for the health and safety standards of the working environment at IHM; and the health and safety of staff, students and visitors under their supervision/or management.
- IHM staff and all members of governing bodies have a responsibility to identify and eliminate or mitigate risks to the health and safety of students.
- When staff are undertaking work from home or at an off-site location, the staff member is responsible for ensuring the environment they enter into is free from risk and occupational health and safety hazards.
- Students who identify a risk to health and safety should report it to the Campus Manager/Deputy Campus Manager or the Critical Incident Response Team.

### 6. Procedures for Identifying, eliminating and mitigating risks to health and safety

#### 6.1 Workplace health and safety inspections

	Steps	Responsibility
1.	<p><b>Annual workplace inspections</b></p> <p>An Annual worksite inspection will be conducted using the Workplace Health &amp; Safety Checklist.</p>	Operations Manager
1.2	<p><b>Control hazards</b></p> <p>All hazards identified through any of the above inspections must be reported to the Operations Manager using the Workplace Hazard Report.</p> <p>Appropriate actions must be taken to control any hazards identified.</p> <p>Hazards and control mechanisms are to be recorded in the central Safety and Hazard Register for all identified hazards.</p> <p>Risk ratings are to be added to the Risk Management Plan.</p>	

#### 6.2 Identify and control hazards

	Steps	Responsibility
2.1	<p>Identify and control hazards.</p> <ol style="list-style-type: none"> <li>All staff have a responsibility to respond to hazards and perceived risks to health and safety.</li> <li>Any staff member who identifies a potential or actual workplace hazard must report it immediately to the Operations Manager using the Workplace Hazard Report.</li> <li>The Operations Manager will take appropriate actions to control the identified hazards in accordance with the Health and Safety Policy.</li> <li>The Operations Manager will complete the Hazard Register for all identified hazards.</li> <li>Hazards and their control mechanisms are to be recorded in the Workplace Injury Register.</li> <li>Any risk ratings are to be added to the Risk Management Plan.</li> </ol>	All staff and Operations Manager

### 6.3 Workplace incidents

Steps		Responsibility
3.	Workplace incidents	All staff
a.	If an incident occurs in the workplace any persons attending to the incident or witness to the incident are to fill in a Workplace Incident Form.	
b.	Where the incident involves an injury, the first person in attendance to a workplace injury should contact the First Aid Officer or emergency services in the case of a serious injury.	Operations Manager
c.	Workplace Injury Forms are to be provided to the Operations Manager who will use the records to gather accounts of the incident and use them as the basis of an investigation into the incident, if required.	
d.	All serious injuries will be reported to Worksafe.	

### 6.4 Identifying unsafe situations which include harassment and bullying.

#### 6.4.1 Identifying unsafe situations which include harassment and bullying (including sexual harassment or assault) 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.

#### 6.4.2 Students who believe they are being bullied can:

- Bring the matter to the attention of the Campus Manager/Deputy Campus Manager or the Critical Incident Response Team at IHM;
- Ask the person committing the bullying or harassment to stop and/or;
- Seek personal help such as counselling.

#### 6.4.3 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.

#### 6.4.4 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.

### 6.5 Reporting health, safety and wellbeing issues

- 6.5.1 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.

### 6.6 Health, safety and wellbeing audit

- 6.6.1 All IHM operations will be audited every three years, in alignment with the triennial review. The procedure for the audit includes:
- 6.6.2 WHS/OHS Representatives will interview IHM employees regarding risk in the area of their responsibility;
- 6.6.3 An WHS/OHS Survey is administered electronically to staff and students;
- 6.6.4 The Quality Assurance Manager reviews the evidence, together with long term statistics from the Corrective Preventive Action Reports (CPAR) and Continuous Improvement Register, to determine any changes to policy, procedures and infrastructure that may be required to mitigate any WHS/OHS related risks that have been identified as part of the audit; and
- 6.6.5 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.

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

- 6.7.1 IHM will make security arrangements to ensure the safety of students, staff and visitors.
- 6.7.1 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 and Wellbeing

- 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 the 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.
- 7.4 Cyber bullying:** Cyber-bullying or harassment by any IHM member community (student, lecturer, staff) towards another individual constitutes conduct that disrupts the educational environment of the Institute. Examples of cyber-bullying and cyber harassment include, but are not limited to, harsh text messages or emails, rumours sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Students who feel that they are being bullied or harassed through electronic technology should immediately report it to the Student Support Officer.

### 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** Complete and submit the Incident/Hazard Report to the WHS/OHS representative who will conduct an investigation and forward the completed report to the Human Resources Department and the Quality Assurance Department.
- 9.3** The Quality Assurance Department will be responsible to add and monitor the risk to the IHM Risk Register;
- 9.4** If the hazard poses a critical/immediate risk, the Campus Manager/Deputy Campus Manager or CIRT team will be notified to have it addressed as per the Critical Incident Management Policy and Procedure.
- 9.5** 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.

The WHS/OHS representatives will be responsible for conducting health and safety training on a regular basis.

### **11. Record Keeping Requirement**

The outcomes and details of Critical Incidents and Health and Safety related incidents will be saved for record keeping purposes in the IHM Student Complaints and Appeals section in the IHM Knowledge Hub and in the student profile for at least two (2) years after the incident.

### **12. Supplementary Information**

#### **Related legislation:**

- **The Workplace Health and Safety (WHS) Act 2011**
- **The Occupational Health and Safety Act, 2004**

#### **Related policies/procedures/registers:**

- **Student Support and Advocacy Services Policy and Procedure**
- **Critical Incidents Management Policy and Procedure**
- **IHM Risk Register**
- **Corrective Preventive Actions Reports (CPAR) Register**
- **Continuous Improvement Register**

### **Acknowledgement**

- Curtin University
- Federation University
- Guidance Note: Wellbeing and Safety, <https://www.tegsa.gov.au/latest-news/publications/guidance-note-wellbeing-and-safety>





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