

HIIE WORKPLACE HEALTH AND SAFETY POLICY AND PROCEDURE

PURPOSE

The purpose of this policy is to provide written procedures and instructions to ensure safe systems of work. It will ensure compliance with current legislative requirements and industry standards. Everyone at HIIE is responsible for reporting all hazards, near misses, incidents and injuries to HIIE personnel immediately, using the following procedure.

This policy applies to everyone while they are on HIIE's campus.

POLICY

It is a legal right for everyone to enjoy a safe workplace that complies with WHS legislation. At HIIE, we strive to conduct activities in a work environment that achieves the following:

- Protects the health, safety and wellbeing of all people affected by our workplace activities
- Actively encourages minimising risk in working practices, both at work and off the job
- Protect the community and the environment

By ensuring that everyone follow and effectively manage WHS this will reduce workplace accidents, incidents and injuries.

DEFINITIONS

Risk: Something by its nature having the potential to damage or cause injury.

Hazard: An object or situation that has the potential to harm a person, the environment or cause damage to property.

Dangerous event: An event at a workplace involving imminent risk of explosion, fire or serious bodily injury.

Near-miss: An incident that could have resulted in an injury or illness to people, danger to health, and / or damage to property or the environment.

Incident: Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.

Work injury: An injury to an employer, self-employed person or worker in the course of doing work that requires first aid or medical treatment; or the recurrence, aggravation, acceleration, exacerbation or deterioration of any existing injury in a person in the course of doing work that requires first aid or medical treatment to which the work was a contributing factor.

Work-caused illness: A disease that is contracted by an employer, self-employed person or worker in the course of doing work and to which the work was a contributing factor; or the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing disease in the course of doing work to which the work was a contributing factor.

Responsibilities for Administering the WHS System

The commitment and co-operation of all employees, visitors (students) and contractors is essential to achieve a healthy, low-risk and quality working environment. To support this policy, HIIE will:

- Promote health, safety, environmental and quality awareness in the development of standard work practices
- Undertake a risk management approach to hazards in our workplace
- Comply with relevant legislation and statutory requirements, advisory standards, environmental guidelines and industry standards, and allow adequate provision of resources to meet these requirements
- Provide information, training and instruction to enable all parties to perform their duties effectively
- Maintain effective hazard, incident and non-conformance reporting and analysis
- Involve employees in workplace health, safety, environmental and quality matters and discuss with them ways to reduce workplace hazards and improve control systems
- Set health, safety, environmental and quality objectives and regularly review performance as part of a continuous improvement action plan
- Encourage the rehabilitation of employees injured or with diagnosed work-related illnesses through established post-injury management procedures

The following people in the Business are responsible for implementing this system:

Executive(s) – Take all reasonable steps to ensure compliance with WHS statutory requirements and the HIIE’s policies, and demonstrate commitment towards reducing the number and severity of work related injuries.

Manager(s) – Take all reasonable steps to ensure compliance with WHS requirements and this policy, and so far as is reasonably practicable.

- Ensure the provision of a safe working environment and safe systems of work within the place under your management;
- Rectify any identified hazards, investigate hazards reported and conduct regular, formal WHS workplace audits;
- Employees, Visitors (students) and Contractors – Comply with all relevant statutory requirements, standard work procedures, advisory standards, Australian standards and, where applicable, provide adequate resources to meet these requirements.

HIIE will ensure that all people mentioned above will have sufficient training and supervision to be involved in managing WHS and will verify that these people are performing their responsibilities.

HIIE will monitor and review the effectiveness of measures implemented to control WHS risk and will measure the effective operation of the system.

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Everyone at HIIE is responsible for and required to:

- Immediately report any work-related injury or 'near-miss' incident. All injuries and incidents are to be reported to the appropriate person and where appropriate, rectify hazards and faults.
- Ensure that your own work/study environment is conducive to good workplace health and safety by:
 - complying with workplace health and safety policies, procedures and instructions;
 - taking care for your own health and safety and the health and safety of others who may be affected by your actions; or taking action to avoid, eliminate or minimise hazards;
 - reporting all known or observed hazards to the appropriate person;
 - actively participating in the management of WHS risks;
 - not wilfully placing at risk the health, safety or well-being of others at the workplace; and
 - being familiar with emergency and evacuation procedures and cooperating with directions from emergency or evacuation wardens.

Emergency Procedure

In the event of a fire alarm, please report to any HIIE personnel. Upon hearing this alarm, please follow the instructions of the HIIE personnel who will escort you to the designated evacuation area on campus.

REPORTING AND INVESTIGATION PROCEDURE

All incidents must be recorded and reported using the Incident Reporting Form. If any parties identify a hazard or risk, they should report it to management using the Hazard Reporting Form.

Incident or Hazard Report

The person involved or person filling in the report on their behalf is required to:

- Immediately alert the responsible HIIE personnel that an incident has occurred within 24 hours.
- Complete the Incident Report Form
- If the incident needs medical attention, seek for medical attention and take the Medical Report form to the GP.

Near-Miss

The person involved or person filling in the report on their behalf is required to:

- Immediately alert the responsible HIIE personnel that a near miss has occurred.
- Complete the Incident/ Report Form
- Advise HR of the near-miss, review the information in the report and decide if there is a need to implement corrective action/s

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Upon receiving either of these report, HIIE will:

- Take immediate action to prevent any person being exposed to the hazard or risk.
- Conduct an investigation with the person to identify the factors which may have contributed to the hazard or incident
- Assess the level of risk associated with the hazard and determine controls or actions to either eliminate the hazard or reduce the risk
- Implement these controls
- Monitor and review effectiveness of controls.

After an issue is resolved, HIIE will endeavour to circulate the details of the incident amongst all parties a written record detailing the issue and matters relating to its resolution.

HIIE will ensure that any agreement reached in the course of resolving the issue is brought to the attention of the parties affected by the issue and given to the Health and Safety Committee.