

## Workplace Health and Safety Policy

### 1. Scope

This Policy applies to all Holmes Institute (Holmes) staff, members of governing bodies (both internal and external), students and visitors to any Holmes campus and to Holmes' students' whilst off campus as a compulsory part of their studies at Holmes.

### 2. Purpose

2.1 The purpose of this Policy is to ensure all Holmes staff understand and comply with their health, safety and wellbeing accountabilities and responsibilities as outlined in this Policy in accordance with the current legislation in the states that Holmes is operating in:

- VIC: Occupational Health and Safety Act 2004 (OHS Act) and Occupational Health and Safety Regulations 2017
- NSW: The Work Health and Safety Act 2011 (NSW) (the Act)
- QLD: Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011

2.2 This Policy also defines Holmes' commitment to providing a safe and healthy working and learning environment.

### 3. Policy Principles

3.1 Holmes is committed to:

- a) Ensuring the health and safety of all who work or study at Holmes by creating an accessible health and safety management system that eliminates or minimises risk of injury or illness to people associated with the Institute's operations;
- b) Ensuring that a health and safety plan is in place for all instances including students when off campus as a part of their studies;
- c) Engaging with all staff, students, visitors and partner organisations in creating safe working and learning environments and safe systems of work;
- d) Developing and maintaining a culture that encourages all staff to actively report health and safety risks;
- e) Providing a continually improving health and safety monitoring system with clear reporting lines and reporting scope;
- f) Complying with all relevant health and safety legislative requirements;
- g) Operating a health and safety management system that is consistent with the nature and scale of its operations;
- h) Providing appropriate health and safety training for staff;
- i) Disseminating health and safety information and instruction to all staff,

- students, contractors and visitors in the workplace;
  - j) Engaging staff in a transparent and consistent consultative process for decision making where there is an impact on workplace health and safety;
  - k) Identifying and managing health and safety risks, through the systematic identification of hazards, evaluation of risks and implementation of effective risk controls;
  - l) Promptly reporting hazards, incidents, near misses, occupational illnesses and injuries, investigating where appropriate, and implementing control measures to eliminate or minimise the risk of recurrence.
- 3.2 The Chief Executive Officer and Senior Management Group are accountable for ensuring the principles of this Policy are implemented across all Holmes campuses, workplaces and activities.

#### **4. Workplace Health and Safety (WHS) Committee**

- 4.1 Holmes' WHS Committee (the Committee) is the designated governance committee overseeing the WHS matters of the organisation. The Committee consists of representatives of each campus and provides a forum for discussion on health and safety issues. The Committee provides advice to the Senior Management Group on a quarterly basis.
- 4.2 The WHS Committee (the Committee) is responsible for ensuring that Holmes complies with its duty and obligation under the relevant WHS legislative requirements.
- 4.3 The Committee ensures:
- a) To keep itself updated as to the state of all WHS matters in the campuses;
  - b) To provide consultative mechanisms which enable students, staff and other relevant personnel/visitors to be aware of and contribute to the WHS activities of the Institute; and
  - c) Information regarding incidents, hazards and risks is received, considered and responded to in a timely way.

#### **5. First Aid**

- 5.1 Holmes will provide adequate first aid services for the welfare of its staff, students and visitors on all campuses. This includes both physical and mental health first aid.
- 5.2 The Committee will ensure that:
- a) Records of staff qualified to provide first aid are up to date;
  - b) Adequate staff are trained in first aid;
  - c) A poster with first aider contact details is displayed where it can be seen by all; and
  - d) First Aid services in each campus are reviewed and monitored by the WHS Committee on a regular basis to ensure the kits are adequate and sufficient trained first aiders are in place.

## **6. Incident Reporting and Investigation**

6.1 Holmes will:

- a) Maintain a register of critical incidents;
- b) Encourage the reporting of WHS hazards and incidents and near misses to enable Holmes to identify and rectify any previously unforeseen risks to reduce the potential for hazards to lead to injury;
- c) Take immediate steps to minimise further injury or illness to others once a hazard has been identified or incident has taken place;
- d) Respond immediately after the incident occurs;
- e) Communicate with relevant staff, students, senior leaders and/or any other stakeholders as soon as possible after a serious incident occurs;
- f) Investigate all serious incidents, i.e. lost time injuries; and
- g) Ensure incident sites are preserved for investigation where possible. Participate in incident investigations including contribute to reports on incidents within their direct group.

6.2 The WHS Committee reviews and evaluates the response to critical incidents and makes recommendations as to any changes to the Critical Incident Policy and Procedure.

6.3 The Committee reports to the Senior Management Group, which in turn reports to the Governing Council. It is by this pathway that the Governing Council would be informed of critical incidents.

## **7. Facilities Management**

7.1 Ensure that the Institute checks the safety of its facilities on a regular basis to eliminate or minimise risk of injury, as far as reasonably practicable, to all staff, students, contractors and visitors. The safety of the facilities may include but is not limited to:

- a) Fire protection;
- b) Means of egress;
- c) Signs;
- d) Lighting;
- e) Air handling system;
- f) Automatic fire detection and alarm systems;
- g) Occupant warning systems; and
- h) Lifts

7.2 The WHS Committee has the oversight that safety inspections are conducted on a regular basis and any required remedial action occurs in a timely manner.

## **8. Emergencies and Evacuation**

The Institute will:

- 8.1 Conduct fire and evacuation drills at least annually;
- 8.2 Appoint and train fire wardens; and

8.3 Ensure that Evacuation maps are provided and fire exits are clearly marked.

## 9. Alcohol, Drugs and Tobacco

9.1 Holmes recognises its legislative duty of care obligations under the relevant regulatory requirements listed in this Policy

9.2 While alcohol may be consumed on Institute premises at certain functions, such consumption is to be in a manner that reflects responsible service and consumption.

9.3 Staff who are adversely affected by the consumption of alcohol while on official duty will normally be dealt with according to Institute's disciplinary procedures and in the case of contractors or their sub-contractors, in accordance with relevant contract provisions.

9.4 Illicit drugs are not to be bought, sold, carried or used in any part of the Institute, nor to be bought, sold, carried or used by any staff, visitors, contractors or students when engaged in Institute business. Additionally, if the Institute becomes aware of illegal behaviour occurring on campus the police will be contacted.

9.5 Smoking and vaping is prohibited inside Institute premises or within 10 metres of a doorway. Employees must be aware that their smoking may impact on other staff members, contractors, visitors, students and members of the public.

## 10. Mental Health

Holmes will:

10.1 Promote good mental health for its students and staff;

10.2 Train staff in mental health first aid;

10.3 Provide an environment conducive to good mental health; and

10.4 Provide confidential referral to counselling and psychology resources.

## Version Control and Accountable Officers

<b>Responsible Officer</b>	Chief Executive Officer
<b>Implementation Officers</b>	Manager of Governance and Compliance in liaison with Campus Directors, WHS Committee and SMG
<b>Review Date</b>	May 2026
<b>Approved by</b>	
Governing Council	
<b>Associated Documents</b>	
Code of Conduct Policy Critical Incident Policy and Procedures Privacy Policy and Procedure	

Student Charter and Student Conduct Policy – Higher Education			
Student Support Policy			
Version	Brief Description of the Changes	Date Approved	Effective Date
1	New Policy (adapted from retired Policy Manual)	7 Nov 2018	7 Nov 2018
1.1	Administrative change to specifically reference Holmes commitment to preventing sexual assault and/ or harassment and to outline relevant policy and processes at Holmes to be implemented in the case of concerns or allegations of sexual assault or harassment.	19 Feb 2019	19 Feb 2019
2	Added more health and safety matters in the policy.  Removed content irrelevant to Holmes and made WHS Committee’s roles clearer	22 May 2020	22 May 2020