

Health and Safety Policy and Procedures

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1. PURPOSE

In this Health and Safety policy, Barton Business School ("BBS") articulates its obligations and commitment to providing a safe and healthy work environment. It also provides clear direction on how staff, students, and all stakeholders should conduct themselves in accordance with the requirements of Work Health and Safety (WHS) legislation.

2. SCOPE

This policy applies to all members of the BBS community including students, staff, board and committee members, contractors, volunteers, visitors, and other authorised persons in BBS's workplaces.

3. DEFINITIONS

Refer to BBS's *Glossary of Terms*.

4. POLICY

BBS recognises its duty of care to ensure, as far as is reasonably practicable, the health and safety of its students, staff, board and committee members, contractors, volunteers, visitors, and other authorised persons in its workplaces.

BBS also recognises that health and safety is everyone's responsibility. Everyone who engages with BBS has a responsibility to contribute to a healthy and safe workplace.

4.1. OUR COMMITMENT

BBS is committed to the safe conduct of all our work activities. All possible measures must be taken to remove (or at least reduce) risks to the health and safety of everyone who engages with BBS or is affected by our operations. We are committed to ensuring we comply with the relevant legislation, regulations, and applicable Codes of Practice and Australian Standards.

BBS must provide a workplace that is free from risks to health and safety by implementing the highest possible standards to protect our students' and workers' physical and mental health, safety, and wellbeing. BBS must engage and consult with students, workers, and others involved with our operations to ensure hazards are identified and the risks associated with them are removed or reduced to the greatest degree.

BBS have a workplace environment where students, workers, and others involved with our business are encouraged and supported to raise health and safety issues and help reduce and manage them.

4.2. OUR OBLIGATIONS

BBS must ensure our responsibilities under the [Occupational Health and Safety Act 2004 \(Vic\)](#), [Occupational Health and Safety Regulations 2017](#), [Equipment \(Public Safety\) Regulations 2017](#), and [Workplace Injury Rehabilitation and Compensation Act 2013](#) are met.

These include BBS responsibilities to:

- take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers.
- provide ways to consult with our workers to be informed about and involved in health and safety issues at work.
- provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety.
- conduct regular workplace inspections.

Workplace health and safety legislation applies equally to physical and mental health.

5. PROCEDURES

5.1. OBSERVING AND REPORTING HAZARD/INCIDENT

- A person observing the hazard or incident must ensure that it is safe for them to remain near the hazard or where the incident occurred.
- The person must call 000 if there is an immediate risk to life.
- Where safe to do so, the person observing the hazard or incident must act to prevent an incident or further harm (e.g., administering first aid).
- Anyone who witnesses an incident, injury, environmental hazard, or anything that poses a threat must report this to the emergency personnel. Students will find a list of emergency contacts within their Student Handbook.
- In the case of an emergency, the Police, Ambulance, or Fire Brigade must be contacted immediately by calling triple zero (000).
- In the case of a critical incident, the Critical Incident Management Policy and Procedures must be followed.
- If the incident is not an emergency, the CEO must investigate the incident and complete the Incident of Hazard Report.
- All incidents and responses must be recorded in the Incident and Emergency Register.

5.2. FIRES

- BBS is smoke-free and vape-free. There are no assigned smoking or vaping regions within the BBS campus. Persons wishing to smoke cigarettes, cigars, etc. or to vape may do so outside, and away from, the school facilities.
- Fires must not be lit on campus at any time unless the CEO endorsement has been obtained and fitting fire control measures are in place.
- In the event of a fire alarm, everyone present on the premises must immediately evacuate the area. Instructions provided by the Fire Warden or designated Emergency Services Personnel must be followed. The nearest exit must be used. Use of lifts must be avoided.

5.3. DRUGS AND ALCOHOL

- BBS does not permit the use of alcohol in the workplace. The use of alcohol is highly detrimental to the safety, health, and productivity of staff and students.
- BBS does not permit the use or possession of any illicit drugs in the workplace and on campus.
- Students should refer to the *Student Code of Conduct*.
- Staff should refer to *Staff Code of Conduct*.
- BBS requires students, staff, and contractors to advise us if they are required to take prescribed medication that impairs their capacity to participate safely in their studies or workplace activities.

6. RESPONSIBILITIES

All **BBS managers** must:

- be accountable for maintaining a workplace that is safe and without risk to physical and mental health.
- implement BBS's health and safety policy and relevant procedures.
- undertake training so that they know their OHS obligations and responsibilities.
- provide necessary supervision with regard to employee health and safety.
- consult with employees about any matter that affects health and safety.

All **BBS employees** must:

- take reasonable care for their own health and safety and other workers.
- observe health and safety procedures.
- undertake training so that they know about their OHS obligations and responsibilities.
- comply with any reasonable directions (such as safe work procedures and wearing personal protective equipment) given by management for health and safety reasons.
- co-operate with their supervisors and managers to achieve a workplace that promotes health, safety, and wellbeing.

All **BBS students** must:

- take reasonable care for their own health and safety and that of other students.
- obey any reasonable instruction aimed at protecting their health and safety.
- use any equipment provided to protect their health and safety.
- assist in the identification and assessment of hazards and implementation of hazard control measures.
- report any incident or hazard to BBS staff.
- not consume or have possession of alcohol or non-prescribed (illicit) drugs on a BBS campus.
- not smoke or vape on a BBS campus.

All BBS **board and committee members, visitors, volunteers, and contractors** must:

- follow all BBS policies and procedures.
- comply with all relevant occupational health and safety legislation, standards, and codes of practice.
- ensure that they do not, through their acts or omissions, do anything that could put at risk their own health or safety or that of BBS staff, students, other visitors.
- where appropriate, be properly licensed and have adequate insurance.

7. VERSION CONTROL

Document title	Health and Safety Policy and Procedures	
Approved By	Board of Directors	
Date of Review	This document is to be reviewed every two years at a minimum from the date of final approval.	
Related Documents	<ul style="list-style-type: none"> • Critical Incident Management Policy and Procedures • Risk Management Policy and Framework with Risk Register • Student Code of Conduct • Staff Code of Conduct 	
Related Legislation and References	<ul style="list-style-type: none"> • <u>Occupational Health and Safety Act 2004</u> • <u>Occupational Health and Safety Regulations 2017 (Vic)</u> • <u>VIC Compliance Codes and codes of practice</u> • <u>Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017</u> • <u>Workplace Injury Rehabilitation and Compensation Act 2013</u> • <u>WorkSafe Victoria</u> • <u>Higher Education Standards Framework (Threshold Standards) 2021</u> • <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u> • <u>Higher Education Support Act 2003</u> • <u>Higher Education Provider Guidelines 2023</u> 	
Version	Notes	Date Approved
1.0	<ul style="list-style-type: none"> • The first draft tabled in the ARC meeting • Minor editorial changes were made by the ARC in 5.1 and 5.2. 	
2.0	<ul style="list-style-type: none"> • Document approved subject to changes in sections 5.3, 6 and minor editorial changes. 	30/10/2023