

## HR005 Work Health and Safety (WHS) Policy

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<b>Policy Established</b>	22 June 2015
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<b>Approved By</b>	Board of Governors
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<b>Previous Versions</b>	N/A
<b>Next Review Date</b>	May 2021
<b>Government Legislation</b>	Commonwealth Work Health and Safety Act 2011 Commonwealth Work Health and Safety Regulations 2011 Governing Work Health and Safety legislation in each state of operation as applicable.
<b>Responsible Officer</b>	Work Health and Safety Officers at each Ikon site across Australia

### 1. Purpose

The Work Health and Safety Policy outlines the commitment to manage health and safety at the Ikon Institute of Australia. Ikon Institute is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of Ikon employees, authorised visitors, students, and anyone else who may be affected by our operations.

Ikon is committed to ensuring compliance with all relevant Commonwealth and State Based Legislation where applicable. In addition to this, Ikon applies all relevant Codes of Practice and Australian Standards as far as possible.

### 2. Scope

This is a national policy, applying to all Ikon employees, visitors, and students at the Ikon Institute of Australia.

### 3. Related Forms

- Classroom Safety Checklist
- Electrical Test and Tag Register
- Work Health and Safety Plan
- WHS Workplace Inspection Checklist
- Risk Management Plan and Risk Register
- Quality Improvement Report Form

## 4. Related Policies

To be read in conjunction with the Glossary of Terms  
G001 Risk Management Policy  
ESOS008 International Critical Incident Policy

## 5. Principles

- 5.1 Ikon Institute is committed to stakeholder health and safety. Ikon Institute will:
- plan for, document, implement, and monitor and review controls to manage WHS risks, incidents, injuries and hazards;
  - establish measurable objectives and targets to ensure continued WHS improvement;
  - comply with relevant WHS legislation, codes of practice, standards and guidelines;
  - provide effective and meaningful WHS consultation and communication with Ikon employees and students;
  - provide appropriate WHS training to Ikon employees and students;
  - ensure the policy is accessible to workers and interested parties;
  - provide adequate resources to ensure the WHS policy is implemented;
  - ensure the policy and WHS policy remains relevant and appropriate to the Ikon Institute;
  - appoint a Work Health and Safety Officer who will provide WHS advice and support to enable compliance with legislation and safe and healthy working environment.

## 6. Roles and Responsibilities

- 6.1 Everyone is expected to share in Ikon Institute's commitment to Work Health and Safety (WHS). The following outlines the responsibilities of Management, Work Health and Safety Officers, Ikon employees, and students.

### 6.2 Management

Management includes, but may not be limited to the CEO and Heads of Faculty. Duty holders are required, by legislation, to as far as reasonably practicable, eliminate (or failing that, minimise) risks to health and safety arising from the work.

Where more than one person has a duty in relation to the same matter (eg. Contractors working on site, tenants within the same building etc) each person with the duty must consult, cooperate and coordinate activities with the other persons who have a duty in relation to the same matter.

Management are responsible for the exercise of due diligence in ensuring that the Ikon Institute complies with the governing laws, this includes, but is not limited to, providing and maintaining:

- a safe working environment;
- safe systems of work;
- site and resources, utilised in the process of teaching and learning, are in a safe condition;
- facilities for the welfare of all workers;
- any information, instruction, training and supervision needed to make sure that all Ikon employees, visitors, and students are safe from injury and risks to their health;

- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace;
- a commitment to continually improving performance through effective safety management.

In the event of a serious injury or incident the most senior member of the management team available is responsible for notifying the appropriate authority (in South Australia this is SafeWork SA)

### 6.3 Work Health and Safety Officers

The role of the Ikon Workplace Health and Safety Officer is to assist the CEO and/or management team by providing advice on the overall state of health and safety requirements. The responsibilities include:

- assist in the application of WHS procedures;
- help manage risks and hazards in the area;
- report and investigate incidents; injuries, and hazards, and implement agreed control measures;
- liaise with the CEO and other safety personnel;
- review and analyse injury and incident reports and data;
- develop injury and incident prevention strategies for the area;
- monitor local area compliance with WHS policy and procedures;
- audit local area WHS compliance with regard to risk, emergency, and hazardous waste management;
- help promote WHS awareness;
- provide advice, information, and instruction on local WHS issues.

### 6.4 Ikon employees, visitors and students

Ikon employees, visitors (including contractors) to the Ikon campus, and students all have an individual responsibility for:

- compliance with safe work practices, with the intent of avoiding injury to themselves, and others, and damage to any plant or equipment;
- taking reasonable care of the health and safety of themselves, and others;
- wearing personal protective equipment and clothing where necessary;
- compliance with any direction given by management with regard to health and safety;
- no misusing, or interfering with anything provided for health and safety;
- reporting all accidents and incidents on the job immediately, no matter how trivial;
- reporting all known, or observed hazards to their own supervisor or manager;
- ensuring that they do not, by act, or omission do anything to endanger their own health and safety, or that of any others;
- not bringing any electrical cords on campus that have not been tested and tagged.

## 7. Record keeping

- 7.1 In order to support the commitment to WHS matter, the following forums exist for discussion. Accurate and timely records are kept to effectively record any WHS matters that may be raised during these forums, in addition to those captured by the Quality Improvement Report Form (which is used in the event of observing and reporting a hazard).

7.2 Formal forums for the discussion of WHS matters:

- standing agenda item at staff meetings ,and subsequent minutes;
- standing agenda item at academic board meetings, and subsequent minutes;
- Work Health and Safety Officer quarterly meetings to discuss any outstanding concerns.

## 8. Emergency First Aid

- 8.1 Each Ikon Institute site will have at least one designated first aid officer. Ikon employees, and students will all be advised of who their emergency first aid contact is during their induction/orientation.

## 9. Review of Policy

- 9.1 The Work Health and Safety policy will be reviewed annually in consultation with the Workplace Health and Safety Officer. The review will utilise the Risk Assessment Analysis Sheet, to assess the effectiveness of the policy and associated forms and procedures. Outcomes of the review will inform the ongoing development of the Risk Management Plan. The aim of the assessment is to:
- review overall health and safety performance;
  - monitor the effectiveness of policies and procedures;
  - consider changes/improvements to existing forms and procedures;
  - guide the ongoing improvement of Ikon WHS systems and processes.

## 10. Publication

- 10.1 This policy is to be published and provided to students, prospective students and staff on the Ikon Institute of Australia website [www.ikoninstitute.edu.au](http://www.ikoninstitute.edu.au) to ensure that all have access to up to date and accurate information.