

POLICY AND PROCEDURE

Occupational Health and Safety (OHS)		
Version 1.0	Issued on 7/08/2020	Review by 7/08/2021
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Approval and Endorsement	Principal Executive Officer khalid.h@aiit.vic.edu.au	
Refer to the following Legislative Frameworks		
Standards for Registered Training Organisations 2015	Clause 8.5	
National Code of Practice for Providers of Education and Training to Overseas Students 2018	Standard 6	
Other	Dangerous Goods Act 1985 (Vic) Equipment (Public Safety) Regulations 2007 (Vic) National Construction Code (NCC) (Class 9b) Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Privacy Act 1988 Sex Discrimination Act 1984 Work Health and Safety Act 2011 (Cth)	
Related Documents (Internal)		
Australian International Institute of Technology Orientation Presentation and Materials Australian International Institute of Technology Employee Handbook Australian International Institute of Technology Student Handbook Emergency Evacuation Diagram Form: Employee (Induction) Form: Incident Form: Orientation Materials (Checklist) Policy and Procedure: Critical Incident Policy and Procedure: Chemicals, Cleaning Agents and Hazardous Substances Register (WHS Incident - Hazard- Near Miss)		
Related Documents (External)		
'If you are injured at work' (WorkSafe Victoria) ISBN-Health-and-safety-self-assessment-checklist-for-small-businesses-2013-08 Register of Injuries - Return to Work Template Safety Data Sheets (SDS) WorkSafe Victoria Chemical Safety Self Assessment Tool (3rd Ed., July 2008, www.worksafe.vic.gov.au) WorkSafe Victoria Incident Notification Form		

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1. Purpose

Australian International Institute of Technology is committed to ensuring and providing a safe environment for students and employees recognises and accepts its duty under the *Occupational Health and Safety Act 2004 (Vic)*, the *Occupational Health and Safety Regulations 2017 (Vic)*, any other relevant legislation and will, so far as it is reasonably practicable, ensure the following:

- Provide and maintain a working environment that is safe and without risk
- Provide or maintain plant or systems of work (procedures) that are safe and without risk
- Ensure safety and the absence of risk in connection with the use, handling, storage or transport of plant or substances
- Maintain each campus under Australian International Institute of Technology's management and control in a condition that is safe and without risk to health
- Provide adequate facilities for the welfare of students and employees at any campus or work placement venue under Australian International Institute of Technology's management and control
- Provide information, instruction, training, or supervision to Australian International Institute of Technology students and employees as is necessary to enable those persons to perform their work in a way that is safe and without risk
- Monitor the health of Australian International Institute of Technology students and employees
- Monitor conditions at any campus or work placement venue under Australian International Institute of Technology's management and control
- Provide information to Australian International Institute of Technology students and employees (in other languages where appropriate) concerning health and safety at the workplace, including the contact details of Australian International Institute of Technology's Health and Safety Representative (HSR)
- Keep information and records relating to the health and safety of Australian International Institute of Technology students and employees
- Employ or engage persons who are suitably qualified in relation to occupational health and safety to provide advice to Australian International Institute of Technology concerning the health and safety of Australian International Institute of Technology employees
- Australian International Institute of Technology will ensure that welfare services will be provided on a need's basis to all Australian International Institute of Technology students, employees, and contractors

2. Scope

This policy and procedure applies to all Australian International Institute of Technology employees, students and third parties engaged by on campus or whilst carrying out functions in connection with Australian International Institute of Technology, including while on excursions, work placements, transiting between campuses, or during any Australian International Institute of Technology arranged internal or external social events.

3. Definitions

First Aid - Provision of on-site first aid assistance to a person affected by an accident in the workplace.

Hazard - Any source or situation with a potential for harm in terms of:

- Injury or illness
- Damage to property and or equipment; or
- Damage to the environment

HSR - Nominated and elected Health and Safety Representative

Incident - An occurrence that has an adverse impact on people, including events that result in injury, illness, equipment failure, or "near misses" when there is potential for injury

OHS Act - *The Occupational Health and Safety Act 2004 (Vic)* is the main workplace health and safety law in Victoria. It sets out key principles, duties, and rights about Occupational Health and Safety

PCBU - *A person conducting a business or undertaking (PCBU)* is a broad term used throughout work health and safety legislation to describe all forms of modern working arrangements, which we commonly refer to as businesses. A person who performs work for a PCBU is considered a worker

PPE - Personal Protective Equipment E.g. Chef's Uniform

SDS - Safety Data Sheets are documents that provide critical information about hazardous chemicals

WHS – Work Health and Safety

4. General Guidelines

Australian International Institute of Technology is committed to providing a safe and healthy work environment for all employees and students. Every reasonable effort is made to prevent accidents and near misses, protect employees and students from injury, and promote the health, safety and welfare of all employees and students.

Australian International Institute of Technology aims to ensure it makes available the appropriate resources to ensure it complies, at all times, with all legislative Occupational Health and Safety (OHS) requirements, and to ensure that the workplace is maintained as safe and healthy workplace.

4.1 Hazards and Risks

Managing all hazards and risks in Australian International Institute of Technology's workplaces, campuses and work placement venues will involve four (4) steps:

Step 1: Identifying hazards - finding out what could cause harm

- This will be carried out when new equipment, fixtures or facilities are commissioned in Australian International Institute of Technology's campuses by the Australian International Institute of Technology employees responsible for commissioning the new equipment, fixtures, or facilities
- Then on-going; this will be carried out by all Australian International Institute of Technology's management and employees when carrying out their normal duties
- In addition, students at orientation will be advised that they should bring any hazards that they encounter during their studies, to any Australian International Institute of Technology's employee.
- If a hazard is identified at any time during Australian International Institute of Technology's normal hours of business, the Australian International Institute of Technology employee will isolate or remove the hazard if safe to do so.
- Australian International Institute of Technology's training kitchens are high risk areas; consequently, the Australian International Institute of Technology's Trainer responsible for conducting any training session in these facilities will conduct a visual inspection before commencing their training session.
- Due to the high risk, Commercial Cookery Trainers and students are required to wear their prescribed uniform and personal protective equipment (PPE) at all times in these areas.
- All chemicals and cleaning equipment used in Australian International Institute of Technology's kitchens will be stored under lock and key and must be supported by a manufacturer's *Safety Data Sheet (SDS)*. Access to and use of these chemicals and cleaning equipment will be on a need's basis only.
- All Training kitchen equipment that requires the use of safety guards will be maintained in good working order. If the guard is damaged or needs to be replaced, the Commercial Cookery Trainer will place a **DO NOT USE** sign on the piece of equipment and will bring this to the notice of the Academic Manager and Health and Safety Representative (HSR).
- Any electrical equipment that is damaged or needs repair will be immediately decommissioned from the electrical supply (i.e. the plug must be physically removed from the socket). Commercial Cookery Teacher will place a **DO NOT USE** sign on the piece of equipment and will bring this to the notice of their Academic Manager and Health and Safety Representative (HSR).
- No Australian International Institute of Technology student or employee has the authority nor will be granted permission to undertake any repairs that would normally be conducted by a fully licensed and accredited tradesperson.

Step 2: Assessing risks - understanding the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening

- This initial assessment will be conducted by the Australian International Institute of Technology employee who has isolated the hazard. This assessment will be either: High Risk or Low Risk.
- Where the assessment has been determined as High Risk it will **IMMEDIATELY** be brought to the attention of Australian International Institute of Technology's Chief Executive Officer (CEO), so that long term appropriate rectification and corrective actions can commence.
- Where the assessment has been determined as Low Risk it will be brought to the attention of Australian International Institute of Technology's Chief Executive Officer (CEO), as soon as practicable, so that immediate, short or long term appropriate rectification and corrective actions can commence.

Step 3: Controlling risks - implementing the most effective control measure that is reasonably practicable in the circumstances

- Australian International Institute of Technology's Chief Executive Officer (CEO) will select control measures that will eliminate the risk, so far as is reasonably practicable.
- If elimination is not reasonably practicable, the risks will be minimised so far as is reasonably practicable
- Australian International Institute of Technology's Chief Executive Officer (CEO) will oversight the implementation of the selected control measure; this also includes bringing it to the notice of those Australian International Institute of Technology students or employees who may come into contact with the potential hazard or implemented control measure.

Step 4: Reviewing control measures - ensuring control measures are working as planned.

- Australian International Institute of Technology's Chief Executive Officer (CEO) will review the implemented control measure within **ten (10) working days** of installation of the selected control measure
- If the review reveals that the implemented control measure has reduce the risk to an acceptable level or is no longer considered a risk, then no further action will be required
- If the review reveals that the implemented control measure has not reduced the risk to an acceptable level or is still considered a risk then further action will be required to be taken - then refer to Step 3 above; and Steps 3 and Step 4 will continue to be enforced until such times as to reduce the risk to an acceptable level or it is no longer considered a risk and no further action required

4.2 Effective Signage

Australian International Institute of Technology will comply with the *National Construction Code (NCC) Class 9b* and *Occupational Health and Safety Act 2004 (Vic)* and will ensure that the following safety awareness signage is clearly visible and appropriately positioned within all Australian International Institute of Technology workplaces and campuses including office spaces, administrative areas, classrooms, training kitchens and student common areas:

- Emergency Evacuation Diagram and Procedure
- Emergency Exits (illuminated)
- First Aid Kit(s)
- Fire Extinguishers or Fire Hoses
- Fire Blankets
- 'If you are injured at work' (WorkSafe Victoria)

4.3 Dangerous Goods, Chemicals and Hazardous Substances

Australian International Institute of Technology Health and Safety Representative (HSR) will complete a self-assessment and annually assess and manage the risks associated with using dangerous goods and hazardous substances stored and used on Australian International Institute of Technology premises.

Australian International Institute of Technology Health and Safety Representative (HSR) will conduct a chemical safety self-assessment audit using the *WorkSafe Victoria Chemical Safety Self - Assessment Tool* of all Australian International Institute of Technology campuses in connection with the use, handling and storage of

chemical substances in order to minimise risk to Australian International Institute of Technology students, visitors, contractors or visitors.

Australian International Institute of will ensure that any hazardous chemicals that are stored on Australian International Institute of Technology premises will remain under lock and key and will be made available on a need's basis only. *Safety Data Sheets (SDS)* will be readily available to any employee or students who are required to use or handle the chemicals.

4.4 Tagging of Plant and Equipment

This section of the policy identifies the safety inspection and testing of Australian International Institute of Technology's portable small electrical equipment, and machinery connected to supply by flexible cord which is currently in-service.

The inspection and testing interval will be annually. Under this policy, the following tests will be conducted on each appliance:

- Visual inspection
- Insulation resistance
- Earth continuity
- Polarity
- Earth leakage

As a result of the annual scheduled inspection, Australian International Institute of Technology will maintain the following records relating to the history of these tagging and testing inspections:

- A test tag attached to each item indicating date, item, person performing the test, and status (pass/fail) of test, along with the retest date
- An asset register and historical record of all test items and test results
- A record of results including faulty item and repair action

4.5 Personal Protective Equipment (PPE)

Australian International Institute of Technology will instruct all students and employees upon orientation induction in the safe handling and use of personal protective clothing required by students and employees to safely use and handle in the performance of their duties or academic studies.

All Australian International Institute of Technology students and employees are required to wear and use personal protective equipment at all times (where necessary), use the personal protective equipment in the manner in which they were trained to use it.

5. Reporting Incidents and Injuries

5.1 Incident Notification and Notice of Incident that Exposes a Person to Risk

As per the *Occupational Health and Safety Act 2004 (Vic) Part 5*, International Institute of Technology will notify *WorkSafe Victoria* immediately after becoming aware of an incident in International Institute of Technology premises which results in:

- the death of any person; or
- a person requiring medical treatment within **48 hours** of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for:
 - the amputation of any part of his or her body; or
 - a serious head injury; or
 - a serious eye injury; or

- the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
- electric shock; or
- a spinal injury; or
- the loss of a bodily function; or
- serious lacerations

Australian International Institute of Technology will notify *WorkSafe Victoria* **IMMEDIATELY** after becoming aware of an incident in Australian International Institute of Technology premises which exposes a person in the immediate vicinity to an immediate risk to the person's health and safety through:

- the collapse, overturning, failure, or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered; or
- the collapse or failure of an excavation or of any shoring supporting an excavation; or
- the collapse or partial collapse of any part of an Australian International Institute of Technology building or structure; or
- an implosion, explosion, or fire; or
- the escape, spillage or leakage of any substance including dangerous goods as defined in the *Dangerous Goods Act 1985*; or
- the fall or release from a height of any plant, substance, or object

In addition to immediate notification, Australian International Institute of Technology must provide a written record of the incident to *WorkSafe Victoria* within **48 hours** of becoming aware of an incident by submitting *WorkSafe Victoria Incident Notification Form*, available at <https://www.worksafe.vic.gov.au/>, through the following methods:

- call **132 360** to notify *WorkSafe Victoria* immediately
- for written notification send the Incident Notification Form to WorkSafe Victoria within **48 hours**:
 - electronically via the web or
 - by post to GPO Box 4306, Melbourne 3001
 - by facsimile to (03) 9641 1091
 - by post or delivery to WorkSafe Victoria at: 222 Exhibition Street, Melbourne 3000
- keep a copy of the written record for at least **5 years**.

5.2 Notice of a Dangerous Occurrence

As per the *Equipment (Public Safety) Regulations 2007 Part 9*, Australian International Institute of Technology will require any person in charge of prescribed equipment at an equipment site to notify *WorkSafe Victoria* immediately after becoming aware of an incident involving the equipment which results in:

- the death of any person; or
- a person requiring medical treatment within **48 hours** of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for:
 - the amputation of any part of his or her body; or
 - a serious head injury; or
 - a serious eye injury; or
 - the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
 - electric shock; or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations

Any person in charge of prescribed equipment at an equipment site will notify *WorkSafe Victoria* immediately after becoming aware of an incident involving the equipment which exposed a person in the immediate vicinity to an immediate risk to that person's health and safety through:

- the collapse, overturning, failure, or malfunction of, or damage to, any item of plant listed in 903 (3) of the *Equipment (Public Safety) Regulations 2007* and the *Australian Standards (AS)* referred to therein.
- or an implosion, explosion, or fire.

In addition to immediate notification, the Australian International Institute of Technology staff member in charge of prescribed equipment will provide a written record of the incident to *WorkSafe Victoria* within **48 hours** of becoming aware of an incident by submitting *WorkSafe Victoria Incident Notification Form*, available at <https://www.worksafe.vic.gov.au/>, through the following:

- call **132 360** to notify *WorkSafe Victoria* immediately
- for written notification send the Incident Notification Form to WorkSafe Victoria within **48 hours**:
 - electronically via the web or
 - by post to GPO Box 4306, Melbourne 3001
 - by facsimile to (03) 9641 1091
 - by post or delivery to WorkSafe Victoria at: 222 Exhibition Street, Melbourne 3000
- keep a copy of the written record for at least **5 years**.

5.2 Site Preservation

The site of a notifiable incident will not be disturbed until an inspector arrives or until directed by an inspector except to protect the health and safety of a person; or provide aid to an injured person involved in the incident; or to take essential action to make the site safe or prevent a further incident.

5.4 Non - Smoking or Vaping

All Australian International Institute of Technology premises are smoke and vaping free zones. This includes smoking or vaping within **ten (10) metres** of all entrance and exit points of Australian International Institute of Technology premises. The objective of this policy is to meet Australian International Institute of Technology's duty of care responsibilities as an employer by:

- protecting all employees, students, contractors, and visitors from exposure to tobacco or vaping smoke
- maintaining a totally smoke-free working environment
- supporting employees to improve their health and wellbeing

By implementing this policy, Australian International Institute of Technology will provide a smoke free work environment for all its employees, students, contractors, and visitors.

Australian International Institute of Technology employees and students, this policy specifically bans smoking and vaping whilst undertaking any work related activities, classroom training or any general duties associated with their roles as Australian International Institute of Technology students and employees, either on Australian International Institute of Technology premises or whilst undertaking official duties off-campus.

6. Incident Reporting

Any incident that occurs on Australian International Institute of Technology's campus will be reported to Australian International Institute of Technology's Chief Executive Officer (CEO) by completing an *Incident Report Form* within **ten (10) days** of the accident.

If the accident is not reported, any consequent insurance claim submitted by or on the behalf of the injured person may not be recognised.

A copy of the completed form should be maintained in the *Register of Injuries* portfolio kept by the Health and Safety Representative (HSR).

7. Records Management

Australian International Institute of Technology's Health and Safety Representative (HSR) will ensure that:

- Any records of Occupational Health and Safety (OHS) awareness training undertaken on behalf of Australian International Institute of Technology will be kept in the individual files of students and employees
- Any record of injuries, incidents or near misses affecting or reported by employees and students will be kept in either the *Register of Injuries* or *Incident Report* registers and evidence portfolio.

8. Responsibility

In order to meet legislative and regulatory responsibilities, every Australian International Institute of Technology student, employee, contractor or third party when on site or conducting any activities in association with Australian International Institute of Technology are required to:

- Immediately report hazards, incidents or near misses.
- Take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions.
- Co-operate with Australian International Institute of Technology with respect to any action taken by Australian International Institute of Technology to comply with a requirement imposed by or under the Occupational Health and Safety (OHS) legislation.
- While at work and or studying, not intentionally or recklessly interfere with or misuse any equipment, tool or resource provided by Australian International Institute of Technology in the interests of health, safety, or welfare.
- Comply with all Occupational Health and Safety (OHS) safety directions by Australian International Institute of Technology Management or appropriate authority especially in an emergency or critical incident.
- All Australian International Institute of Technology students and employees have a responsibility to monitor their own work and study areas and immediately report any identified hazards to their direct supervisor, manager, or trainer.
- All Australian International Institute of Technology employees that have line management responsibilities must regularly review the conditions of all Australian International Institute of Technology work areas under their direct scope and control, and where hazards are identified the employee must bring these to the immediate attention of Australian International Institute of Technology's Chief Executive Officer (CEO) or Health and Safety Representative (HSR) for resolution.

The Chief Executive Officer (CEO) is responsible for the effective implementation and management of this policy as well as provision of information on how to resolve complaints of breaches of this policy. Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer (CEO) in person or by email to ceo@aiit.vic.edu.au.

9. References

Source	Document Title	Version - Date
External	Australian Standards (AS) https://www.standards.org.au/	(Accessed 7/08/2020)
	Dangerous Goods Act 1985 (Vic) https://www.legislation.vic.gov.au/in-force/acts/dangerous-goods-act-1985	(Accessed 7/08/2020)
	Department of Health and Human Services (DHHS) Victoria https://www2.health.vic.gov.au/	(Accessed 7/08/2020)

Equipment (Public Safety) Regulations 2007 (Vic) http://classic.austlii.edu.au/au/legis/vic/num_reg/esr2007n53o2007449/	(Accessed 7/08/2020)
Occupational Health and Safety Act 2004 (Vic) http://www.legislation.vic.gov.au/	(Accessed 7/08/2020)
Occupational Health and Safety Regulations 2017(Vic) http://www.legislation.vic.gov.au/	(Accessed 7/08/2020)
ISBN-Health-and-safety-self-assessment-checklist-for-small-businesses-2013-08	PDF
Register of Injuries - Return to Work Template	July 2011
National Construction Code (NCC) (Class 9b) https://www.vba.vic.gov.au/building/regulatory-framework/building-classes	(Accessed 7/08/2020)
Work Health and Safety Act 2011 (Cth) https://www.legislation.gov.au/Details/F2011L02664	(Accessed 7/08/2020)
WorkSafe Victoria https://www.worksafe.vic.gov.au/	(Accessed 7/08/2020)

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