

1. PURPOSE

To establish a framework for ensuring Holmesglen meets its obligations under the *Occupational Health and Safety Act 2004 (Vic)* and associated legislative and regulatory requirements.

2. SCOPE

Applies to all members of the Holmesglen community including employees, learners, contractors, volunteers, visitors and labour hire workers.

3. POLICY STATEMENT

Holmesglen recognises and is committed to its ethical and legal responsibilities under the *Occupational Health and Safety Act 2004 (Vic)* (OHS Act) and associated legislative and regulatory requirements. This commitment extends to ensuring that all operations within the Institute do not place anyone at risk of physical or psychological injury, illness or harm or cause property damage so far as is reasonably practicable.

4. PRINCIPLES

- 4.1. Occupational health and safety (OHS) is the responsibility of all members of Holmesglen's community and specific accountabilities and responsibilities are assigned to particular positions.
- 4.2. The Institute abides by the key principles of the OHS Act, the *Occupational Health and Safety Regulations 2017 (Vic)* and other relevant legislation as shown in the Occupational Health and Safety Reference Matrix.
- 4.3. Holmesglen provides information, resources, instructions, training and supervision as required to fulfil its occupational health and safety responsibilities.
- 4.4. All employees, learners and contractors are inducted to ensure that they meet both external and internal Occupational Health and Safety standards.
- 4.5. Holmesglen is committed to consult, co-operate with and support employees in all matters that impact on health and safety in the workplace.
- 4.6. The Institute maintains effective systems for accurate and timely communication of health and safety matters and includes an OHS agenda item at department meetings.
- 4.7. Holmesglen provides support services, programs and initiatives that contribute to employee and learner physical and psychological wellbeing.
- 4.8. Holmesglen encourages all members of the Holmesglen community to be up to date with relevant vaccinations and boosters as an effective means of controlling the risk of transmission of communicable diseases in Holmesglen's work and learning environments. Employees and learners who attend certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination requirements.
- 4.9. Holmesglen maintains and continually improves its procedures aimed at eliminating or minimising risk of physical or psychological injury, illness or harm to people associated with Institute operations.
- 4.10. Health and environmental hazards are monitored annually to minimise work-related illness or injury.
- 4.11. Holmesglen provides and maintains plant, equipment and systems of work that are safe and without risk to health and safety.
- 4.12. Holmesglen has a zero tolerance for non-compliance with both OHS legislation and management directions in relation to OHS.

- 4.13. Holmesglen establishes a risk-based OHS internal audit strategy including an annual plan of internal audits for themes and work areas assessed as higher risk. The outcomes of the internal audit plan are monitored, measured and reported regularly.
- 4.14. Holmesglen identifies and acts on occupational health and safety risks and assigns governance accountabilities to monitor compliance with its legislative and regulatory obligations and performance in maintaining safe work and learning environments.

5. ACCOUNTABILITIES

Action	Accountability
<ul style="list-style-type: none"> ▪ Monitor OHS performance, risk and compliance and the effectiveness of controls, initiatives and action/monitoring plans. ▪ Ensure support is provided to employees to maintain their health and wellbeing. 	Chief Executive People, Culture and Remuneration Committee Occupational Health and Safety Committee
<ul style="list-style-type: none"> ▪ Monitor, review and report on OHS performance. ▪ Schedule and chair regular Occupational Health and Safety Committee meetings throughout the year. ▪ Update and maintain OHS procedures. ▪ Manage relationships with WorkSafe. ▪ Provide OHS induction to all employees. ▪ Establish and implement a monitoring plan for psychosocial hazards. ▪ Manage processes required in the event of communicable diseases outbreak. 	Associate Director Human Resources Operations
<ul style="list-style-type: none"> ▪ Manage communications, training and advice to ensure all OHS obligations and reporting requirements are met. ▪ Establish and implement a monitoring plan for environmental hazards. ▪ Identify, manage and control dangerous goods and hazardous substances in conjunction with managers. 	Associate Director Human Resources Operations Facilities Manager
<ul style="list-style-type: none"> ▪ Manage and monitor high risks works for all contractors, as required. ▪ Manage the safe operating conditions of plant and equipment. 	Facilities Manager
Provide OHS inductions to all learners.	Heads of Department / Principal Vocational College
Manage induction processes of all contractors.	Manager Security
<ul style="list-style-type: none"> ▪ Ensure: <ul style="list-style-type: none"> – the Critical Incident Management plan is reviewed and maintained – evacuation drills and planned and implemented. ▪ Provide and maintain facilities that are safe and free from risk to health and safety. 	Executive Director Corporate and Commercial Services
Provide support services to learners to maintain their health and wellbeing. Monitor and address psychosocial hazards applicable to learners.	Executive Director Engagement and Support
<ul style="list-style-type: none"> ▪ Ensure OHS is an agenda item in relevant team meetings. 	Managers

Action	Accountability
<ul style="list-style-type: none"> Identify environmental, physical and psychosocial hazards, assess and control the risks, and monitor and review the effectiveness of the controls. 	
<ul style="list-style-type: none"> Report all known and observed hazards to managers. Respond to emergencies in accordance with the relevant OHS and Child Safe procedures. Comply with safe work practices (including use of personal protective equipment) with the intent of avoiding injury to self and others and/or damage to plant and equipment. Comply with any health and safety directions issued by management. Comply with vaccination requirements where relevant. 	All employees, learners, labour hire workers, contractors, volunteers and visitors

6. DEFINITIONS

Term	Meaning
Environmental hazard	A substance, which has the potential to threaten people's health and the surrounding natural environment.
Hazard	Hazard means anything that has the potential to cause injury or illness or damage to plant or property.
Health	Includes psychological and physical health.
Manager	The person who is responsible for the operations of a faculty, department, centre, unit or a functional area within Holmesglen.
Labour hire workers	Individuals engaged through a labour hire service to perform work at Holmesglen as part of the Institute's business or its undertakings.
Occupational health and safety (OHS)	Multidisciplinary field concerned with the safety, health and welfare of people.
Personal protective equipment	Protective clothing, helmets, goggles, glasses, earmuffs, or other garments or equipment designed to protect the wearer's body from injury or infection.
Psychosocial hazards	Any factor or factors in work design, systems, management and performance, including personal and work-related interactions, that may arise in the working environment and may cause an employee to experience one or more negative psychological responses that create a risk to their health and safety.
Psychological harm/injury	Emotional, cognitive or behavioural impacts that could exceed an individual's coping strategies and that directly arise, or are exacerbated by, work-related risk factors.
Psychosocial risk	The combination of the likelihood of occurrence of exposure to work-related psychosocial hazard(s) and the severity of harm that can be caused by these hazards.
Risk	Risk means the likelihood of injury, illness or property damage arising from exposure to a hazards.

7. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal

Child Safety and Wellbeing Policy
Code of Conduct
Critical Incident Management Plan
People, Culture and Remuneration Committee Terms of Reference
Occupational Health and Safety Committee Terms of Reference
Occupational Health and Safety Reference Matrix
Risk Management Rule
Engagement, Support and Wellbeing Policy (Learners)

External

Education and Training Reform Act 2006 (Vic)
Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2017 (Vic)
Public Health and Wellbeing Act 2008 (Vic)
WorkSafe Victoria Compliance Codes

8. REVIEW

- 8.1 This policy must be reviewed no later than three years from the date of approval.
- 8.2 The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

9. VERSION HISTORY

Version Number	Date	Summary of changes
1	May 2018	New policy.
2	September 2020	Updates to terminology and definitions
3	December 2023	Updated for principles to identify, act on and monitor psychosocial hazards and establish vaccination requirements following archiving of the COVID-19 Vaccination Policy (Employees) and COVID Safe Plan.