

# Procedures & Principles

Number: OP-17/03 (B)



<b>Policy manager:</b>	Safety and Wellbeing Manager	<b>Date approved:</b>	April 2017
<b>Category:</b>	Operational	<b>Date last revised:</b>	n/a
<b>Refined category:</b>	Human Resources	<b>Next review date:</b>	April 2020
<b>Authorised by:</b>	Chief Executive		

## SAFETY AND WELLBEING

### 1. Definitions

<b>Notifiable event</b>	Defined by the Health and Safety at Work Act 2015:  In this Act, unless the context otherwise requires, a notifiable event means any of the following events that arise from work:  (a) the death of a person; or  (b) a notifiable injury or illness; or  (c) a notifiable incident.
<b>PCBU</b>	Person conducting a business or undertaking, defined by the Health and Safety at Work Act 2015:  In this Act, unless the context otherwise requires, a person conducting a business or undertaking or PCBU  (a) means a person conducting a business or undertaking:  i. whether the person conducts a business or undertaking alone or with others; and  ii. whether or not the business or undertaking is conducted for profit or gain.
<b>Individual/Person</b>	Any person undertaking work, study or duties on behalf of or under the guidance of Wintec. This includes but is not limited to staff, students, and contractors.
<b>Workplace / site</b>	A reference to a workplace or site means all places including international where a worker undertakes or performs Wintec activities, including in a company vehicle.

### 2. Principles

- The Chief Executive and senior management are committed to ensuring the safety and wellbeing of all people at, or representing Wintec.
- Safety and wellbeing responsibilities are identified in managers' and employees' position descriptions and contractor agreements and information is provided through induction training and online resources.
- Management and employee performance is reviewed against business safety and wellbeing objectives which form part of Wintec's My Plan process.
- Significant hazards are identified and documented and procedures for control, including document control, are implemented and reviewed annually or more frequently if there is a change in risk status or legislation.

### 3. Wintec's Health and Safety Commitment

We believe in enabling everyone, anywhere, with the power to be accountable for the safety and wellbeing of themselves and others at Wintec.

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As an organisation, we strive to prevent injury and ill health to our people; and to drive a positive health and safety culture where wellbeing and safe practices are paramount.

To deliver on our health and safety commitment, we will:

- Involve our people in shaping our health and safety commitments;
- Set and communicate our strategies, objectives and goals;
- Maintain a leading-edge safety and wellbeing system;
- Develop organisational dashboards and reporting;
- Invest in developing expertise around safety awareness;
- Empower our people to identify and stop any unsafe work practices;
- Meet legislative and regulatory requirements; and honour the codes of practice we subscribe to;
- Support the safe return to employment/study of any person affected by injury or illness.

Maintaining a safe and healthy culture through our behaviours demonstrating our values; Valuing People, Challenge and Innovation, Working Together, Taking Ownership, Customer Focus and Improvement and Opportunity.

## 4. Information Programme and Objectives

Wintec will develop continuing educational and informational activities designed to meet the following objectives:

- To inform individuals of this policy;
- To increase awareness of safety and wellbeing responsibilities and accountabilities both in the workplace and when representing Wintec;
- To ensure that the appropriate people are provided with the skills to identify and mitigate safety and wellbeing risks.

## 5. Responsibility and Accountabilities

Wintec, as the PCBU, has ultimate accountability for the safety and wellbeing of all Wintec staff, students, contractors and visitors. This is provided for by:

- demonstrating continuous improvement through a systematic approach to occupational safety and wellbeing matters that includes setting specific objectives, systems and programmes in partnership with senior managers and relevant others;
- documenting and communicating this policy and holding individuals responsible for supporting the policy and related procedures;
- taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice;
- incorporating safety and wellbeing as an element in position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate; and

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- expecting all staff to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below.

Senior Managers have key responsibilities for developing, implementing and improving safety and wellbeing systems as an integral part of day-to-day operations. These include:

- providing leadership and direction in matters of safety and wellbeing;
- developing individuals commitment to achieving excellent safety and wellbeing standards;
- developing a clear chain of responsibility for safety and wellbeing matters through normal line management channels;
- establishing and achieving overall safety and wellbeing goals and objectives as part of the business and/or strategic plans for their areas of responsibility;
- including measurable safety and wellbeing objectives (based on responsibilities) in the overall performance objectives of staff;
- demonstrating a commitment to continually improving safety and wellbeing performance;
- demonstrating a commitment to the accurate reporting and recording of safety and wellbeing matters;
- electing, (or selecting), and supporting a Safety and Wellbeing Representative for their centre/school/area;
- participating in regular, documented safety and wellbeing management audits and taking steps to remedy any deficiencies;
- sustaining interest in and communications about safety and wellbeing throughout the organisation;
- supporting staff participation in safety and wellbeing activities;
- formally acknowledging excellence in such activities or initiatives when appropriate; and
- allocating the necessary human and financial resources to achieve the goals.

Line managers are responsible for taking all practicable steps to create a safe and healthy work environment. These include:

- implementing hazard management procedures in every work area under their control. This includes formalising regular reviews of currently identified hazards and arranging for new processes, equipment or chemicals to be assessed for actual or potential hazards prior to use;
- taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled;
- informing staff, students and contractors of any hazards which are known to be associated with the work they perform; and the steps to be taken to control any such hazard;
- ensuring that all individuals receive appropriate training, and are involved in the improvement of systems and practices where relevant;
- ensuring that unsafe acts and unsafe conditions are appropriately addressed;
- conducting regular safety inspections;
- participating in safety and wellbeing audits and taking steps to remedy deficiencies as recommended;

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- ensuring all accidents, incidents and near misses are recorded accurately, investigated and reported to the Safety and Wellbeing Manager; and for taking steps to prevent any recurrence of a similar event; and
- encouraging good safety and wellbeing performance by suppliers and contractors.

Staff are responsible for:

- becoming familiar with and abiding by all applicable Wintec policies and guidelines, and relevant statutory obligations;
- following established procedures to ensure safe performance of a given task;
- reporting all occupational injury, illness, near miss incidents, environmental spills or fire, regardless of severity, to a supervisor;
- reporting hazards which may result in an injury, illness, spill or fire to a supervisor;
- advising colleagues and relevant staff when unsafe acts and/or conditions occur;
- correcting unsafe conditions when appropriate, possible and safe to do so; and behaving in a manner which does not endanger the health and safety of themselves, other staff or students.

Safety and Wellbeing Representatives have delegated responsibilities for:

- supporting senior and other line managers with the day to day management of the safety and wellbeing programme, in accordance with legislative requirements and Wintec policies and procedures;
- participating in meetings with other safety and wellbeing representatives on campus and the Safety and Wellbeing Manager, and attending safety and wellbeing training courses where appropriate; and
- participating in safety and wellbeing audits in partnership with their manager.

The Safety and Wellbeing team are responsible for:

- providing specialist support by acting as a consultant to managers and staff where necessary; dealing proactively with safety and wellbeing matters;
- conducting regular internal safety and wellbeing audits in partnership with senior managers and Safety and Wellbeing Representatives;
- analysing audits, injury trends, and hazards and reporting results to the Chief Executive and senior managers;
- advising on new processes or equipment relative to their safety and wellbeing impact;
- maintaining up to date information on changes to safety and wellbeing legislation, regulations, codes of practice and standards;
- assisting in the formation and implementation of Wintec-wide policies, plans, and procedures; and
- providing strategic direction and oversight of all safety and wellbeing initiatives.

## 6. General Safety and Wellbeing Procedures

Safety and wellbeing management systems, policies, procedures and programmes are developed, reviewed annually and maintained by the Safety and Wellbeing Manager with input from managers, Safety and Wellbeing representatives and staff.

A safety and wellbeing training plan for staff is developed in consultation with the business and communicated on the staff intranet .

Staff and union representatives participate in safety and wellbeing management including the annual identification and review of objectives, and agreeing on a system of employee engagement and participation.

Managers will develop, implement and annually review their work area's risk register, and safety control procedures and guidelines.

The purchase, renewal and maintenance of personal protective equipment (PPE) and building safety equipment is the responsibility of each work area and Facilities respectively. Managers must ensure staff comply with PPE usage and that safety equipment is appropriately tested.

Domestic pets are not permitted within buildings or office spaces as a regular occurrence. An Executive Manager may consider approval for exceptional circumstances for a single occurrence. Animals used for teaching purposes are to be located in appropriate surroundings.

Excellence in safety and wellbeing management and innovation is recognised through the annual staff awards process.

## 7. Health and Safety and Monitoring for Employees

Baseline health monitoring is required for new staff whose work involves exposure to hazardous substances or processes; requirements are outlined in the Employee Health Monitoring Policy and in their offer of appointment.

## 8. Education and Training

New staff will receive information on safety and wellbeing policies and procedures during onboarding, and will be made aware of the opportunity to be consulted in the development and review of the management system

Staff and Safety and Wellbeing Representatives will be given the opportunity to attend relevant training, and have access to advice and information specific to the hazards of their work.

Specific safety and wellbeing training such as First Aid, Forklift Training, and Safety and Wellbeing Representative training requires delivery by approved and registered, suitably qualified and experienced trainers.

New or inexperienced staff should be supervised by suitably qualified and competent staff for an appropriate period of time.

## 9. Employee Participation and Engagement in Safety and Wellbeing

Staff must have the opportunity to be involved in safety and wellbeing management and be part of a system of elected Safety and Wellbeing Representatives. The participation and election process is communicated to staff on an annual basis, and minutes of Representative meetings are accessible on the staff intranet.

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## 10. Performance and Reporting

Wintec's safety and wellbeing performance will be monitored and reviewed by:

- regular reports from the Safety and Wellbeing Manager to the Wintec Council (via the Wellbeing and Infrastructure Committee) and Chief Executive;
- an annual safety and wellbeing performance report including goal setting and achievements, policy reviews, notification of significant events, corrective actions and audit results;
- external audits.

## 11. Confidentiality of Information

All information that is gathered about a worker for the purpose of compliance with this policy (including test results) will be treated as confidential. The collection, storage and use of such information by Wintec will comply with the Privacy Act 1993.

The individual will be provided with a copy of their results of any testing.

## 12. Records

In line with the Public Records Act 2005, Wintec is required to provide a records management programme to ensure that authentic, reliable and usable records are created, captured and managed to a standard of best practice and to meet business and legislative requirements. All records relevant to a specific policy need to be listed in every policy in the following

<b>Record</b>	<b>Minimum retention period</b>	<b>Disposal action</b>
Meeting notes	7 years	Destroy
Results of Testing	7 years	Destroy