

# WORK HEALTH & SAFETY POLICY

Policy number	66	Version	2
Approved by Board on	16 November 2017	Scheduled review date	November 2019

## 1. Purpose

The purpose of this policy is to enable and demonstrate NIODA's commitment to providing a safe and healthy environment for work and study.

## 2. Scope

This policy applies to all NIODA staff, students and clients/visitors.

In this policy, 'workplace' includes CAE classrooms, staff home offices, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

This policy applies to the health, well-being and safety of the workplace. Many aspects of health and safety at NIODA are addressed in detail in the following specific policies:

- Bullying Policy
- Sexual Harassment Policy
- Access and Equity Policy
- Anti-discrimination Policy
- Dispute Resolution Policy
- Affirmative Action Policy

## 3. Policy Statement

NIODA is committed to ensuring, as far as is reasonably practicable, the health and safety of the working environment for its staff, students and clients.

Our principal goal is to improve health and safety and to prevent workplace injuries and illnesses at the Institute

NIODA is committed to ensuring it complies with the Work Health and Safety Act 2012 and the Work Health and Safety Regulations 2012.

NIODA strives to fully integrate work health and safety practices into all aspects of its activities through a process of continuous improvement. This will be achieved by implementing and maintaining a framework that ensures the systematic management of health and safety and compliance with legal and other requirements and increasing awareness of health and safety as it applies to NIODA work and study..

As an educational and research institution, NIODA recognises its responsibility to provide staff and students with positive role models and appropriate health and safety knowledge for application during and beyond their academic studies.

# WORK HEALTH & SAFETY POLICY

## 4. Procedures

As listed above, this Work Health and Safety Policy is supported by a number of additional policies that fall within the scope of health and safety.

The systematic management of health and safety and compliance with regulations is an integral part of NIODA's Quality Assurance processes.

As NIODA is a small institute, the Chief Executive Officer (CEO) serves as the Health and Safety Officer and the Executive Management Committee (EMC) serves as the Health and Safety Committee. The management of health and safety is one of NIODA's most important responsibilities and thus will be a standing item on the agenda of EMC meetings.

In the event of an accident or incident that impacts the health and safety of staff, students or clients, an incident report must be completed and sent to the CEO. Incident reports will be tabled for discussion, problem solving and action at EMC meetings. These reports are kept on file by the Administrator and then summarised for the annual operations review process. The summary of incident reports will also be submitted to the Finance and Risk Management Committee on a six monthly basis so that the Committee can consider the implication and, if necessary, update the Risk Management Register and make plans to avert any further incidents.

## 5. Responsibilities

NIODA Management is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health
- compliance with any work health and safety regulations.

NIODA staff, students and clients are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures) given by management for health and safety.

## 6. Related Documents

Bullying Policy

Sexual Harassment Policy

Access and Equity Policy

Anti-discrimination Policy

Dispute Resolution Policy

Affirmative Action Policy

NIODA Quality Assurance Policy