

Policy number	P61	Version	4
Approved by Board on	2 February 2024	Scheduled review date	February 2029

1. Purpose

The purpose of this policy is to enable and demonstrate the National Institute of Organisation Dynamics Australia (NIODA)'s commitment to providing a safe and healthy environment for work and study.

2. Scope

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

In this policy, 'workplace' includes 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 Misconduct Policy
- Access and Equity Policy
- Staff Policy
- Privacy 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, candidates and clients.

Our principal goal is to improve health and safety and to prevent workplace injuries and illnesses at NIODA.

NIODA is committed to ensuring it complies with the *Work Health and Safety Act 2004* and the *Work Health and Safety Regulations 2017*.

NIODA integrates work health and safety practices into all aspects of its activities through a process of continuous improvement. This is 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, candidates and students with positive role models and appropriate health and safety knowledge for application during and beyond their academic studies.

4. Procedures

As listed above, this 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 organisation, the Chief Executive Officer (CEO) serves as the Health and Safety Officer and the Leadership Team serves as the Health and Safety Committee. The management of health and safety is one of NIODA's most important responsibilities and thus is a monthly agenda item at Leadership team meetings.

In the event of an accident or incident that impacts the health and safety of staff, students, candidates or clients, an incident report must be completed and sent to the CEO as soon as practicable. Incident reports are tabled for discussion, problem solving and action at Leadership Team meetings. These reports are kept on file by the Administration Lead and then summarised for the annual operations review process. The summary of incident reports are also submitted to the Finance and Risk Management Committee so that the committee can consider the implication and, if necessary, update the Risk Management plan to avert any further incidents.

5. Responsibilities

The Leadership Team is responsible for providing and maintaining:

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

Staff, students, candidates 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. Grievances

Grievances relating to work, health and safety should be taken up as per the NIODA Grievance Policy. The Grievance Policy is published on the NIODA website www.nioda.org.au/policies.

7. Related Documents

Bullying Policy

Sexual Misconduct Policy

Access and Equity Policy

Staff Policy

Privacy Policy

Quality Assurance Policy

Grievance Policy