**MILC**

**Occupational Health and Safety Policy**

**1 RATIONALE**

MILC recognises that the health and safety of people is integral to achieving a high standard in education and work performance. MILC is committed to maintaining and improving occupational health and safety (OH&S), as is reasonably practicable, to prevent workplace injuries and illnesses.

**2 BODY OF POLICY**

**2.1. Policy Statement**

MILC works towards providing a learning environment and workplace that enables all activities to be carried out safely. It is committed to:

* reducing OH&S risks within MILC;
* consulting with staff on health, safety and well-being issues;
* complying with all relevant health and safety legislation; and
* allocating adequate resources towards maintaining a healthy, safe, and supportive workplace.

**2.2. Application**

Unless otherwise stated, this policy applies to MILC students, employees (hereinafter referred to as ‘staff’), and visitors, including contractors.

**2.3. Definitions**

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| **Word/s** | **Definition** |
| Health and Safety Working Group  (HSWG) | The Health and Safety Working Group is a is a group of staff members who represent various locations across MILC and are a point of contact for staff and students on OH&S matters, such as hazards, near misses, injuries and incidents and a forum for discussing issues in relation to OH&S. This Working Group does not override direct lines of communication between managers and staff. The focus of the Health and Safety Working Group is to:   * facilitate the development and implementation of measures and controls designed to ensure a safe and healthy working and learning environment throughout MILC, * monitor MILC’s OH&S Management Framework and objectives, and continually seek opportunities for improvement, * ensure new and updated compliance obligations are reflected in the OH&S Management System, * in consultation with and after approval from the Executive, review and disseminate OH&S policies/procedures, * investigate/resolve issues raised by the DWG, * participate, where appropriate/required, in the resolution of safety issues, * participate, where appropriate/required, in the review of injuries/incidents to assist in the resolution of root causes, * actively monitor MILC to determine the presence of hazards and take appropriate action to rectify any hazards. |
| Health and Safety Representative  (HSR) | Nominated staff who are trained by WorkSafe Victoria as HSRs to represent staff members in health and safety matters. The OH&S Act gives HSRs a role in raising and resolving any occupational health and safety (OH&S) issues with their employer and powers to enforce compliance with the OH&S Act and OHS Regulations. |
| OH&S  Noticeboards | OH&S Noticeboards are placed throughout MILC in staffrooms, student accommodation and common areas, as well as on the Staff Portal and contain health and safety information including:   * OH&S Policy, * OH&S hazard/issue and near miss reporting process, * HSWG members, * HSR contact information, * HSWG meeting Agenda and Minutes, * Emergency Management Contact Details, * Emergency Action Plan, |
| Emergency Control Organisation  (ECO) | MILC has an Emergency Control Organisation (ECO). The ECO is a structured organisation of people employed within the School who take command at the point of declaration of an emergency, pending the arrival of emergency service.  It is a requirement that all Support Staff constitute the majority of the ECO and be trained to take control of emergency procedures in time of an emergency.  Each member of the ECO is designated a role and provided with the necessary training, equipment, and material to know what to do in the case of an emergency.  ECO roles include Floor Warden, Assembly Area Warden, Communications Officer, Chief Warden, Deputy Chief Warden, Contractor Liaison Officer, and Roll Call Liaison Officer. |
| Personal  Emergency Evacuation Plan (PEEP) | A Personal Emergency Evacuation Plan (PEEP) is an 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency. |

**2.4. Responsibilities**

MILC and its senior management are responsible for:

* providing adequate resources for implementing this policy,
* maintaining, so far as is reasonably practicable, a boarding premises that is safe and without risk to physical and mental health,
* providing adequate facilities for the welfare of all staff and students,
* providing information, training and supervision for staff, students and contractors, enabling them to work in a safe manner.

Staff, students, contractors and visitors are responsible for:

* fulfilling their duties, as reasonably practicable, by complying with MILC safety procedures and directions,
* taking reasonable care of their own health and safety and that of others affected by their actions,
* reporting incidents, near-misses and hazards to the management, their nominated HSR or any staff member (for students and visitors).

Specific Obligations of Employees

Under the Occupational Health and Safety Act 2004 (Victoria), employees must:

* Take reasonable care for their own health and safety in the workplace. They must also take reasonable care for the health and safety of others who may be affected by their actions.
* Cooperate with MILC to comply with the OHS Act or Regulations. For example, use equipment properly, follow safe work policies and procedures and attend training.
* Not intentionally or recklessly interfere with or misuse anything at the workplace designed to support health, safety, and welfare.

**3 HEALTH AND SAFETY MANAGEMENT**

MILC meets its commitment to health and safety by maintaining information in accordance with statutory requirements, compliance codes and standards. Content on health & safety is available on the School’s Staff Portal (DEEDS) and includes, but is not limited to, the following:

**3.1. Consultation and Communication**

Open communication is important to ensuring a safe workplace. MILC provides many avenues for effective communication and collaboration including, but not limited to:

* HSWG
* OH&S Noticeboards
* HSRs

**3.2. Contractor Management**

Contractors working on School-owned sites need to:

* be registered and inducted in MILC’s contractor management system,
* be suitably qualified and experienced to perform the tasks,
* be in possession of all necessary licenses, permits, registrations and insurances to perform the work safely and compliant with appropriate legislation,
* provide safe work method statements, job safety analysis and/or standard operating procedures relevant to the work to be undertaken,
* apply to MILC, and receive permits from MILC, for all high-risk construction work outlined in the OH&S Act.

**3.3. OH&S Inductions**

All new staff, are required to complete an appropriate induction, including an appropriate review of MILC’s OH&S Policy and an understanding of their safety responsibilities.

**3.4. OH&S Training**

MILC is committed to providing appropriate training to ensure staff have the skills and knowledge necessary to fulfil their OH&S obligations. OH&S training is a fundamental requirement for MILC to maintain a safe workplace. The OH&S training needs for MILC are determined by legislation and in consultation with managers and staff.

**3.5. Incident, Injury, Near-miss and Hazard Management**

MILC requires all incidents, injuries, near-misses and hazards to be reported to the HSR using any of the following methods:

* Emailing the HSR
* Reporting in person to MILC’s OH&S Coordinator or Risk & Compliance Manager.

The OH&S Coordinator is responsible for notifying WorkSafe of all injuries and incidents that fall within its notification requirements.

**3.6. Return to Work**

Should a staff member or volunteer suffer an injury or illness due to work conducted on behalf of MILC, they are eligible to submit a Workcover claim.

MILC has a dedicated Return to Work Coordinator who manages the process to ensure staff return to work as soon and as safely as possible.

**3.7. Emergency Management**

The ECO facilitates the safe and orderly implementation of the emergency procedures at School, including the evacuation of the occupants from buildings when appropriate.

MILC conducts at least one emergency drill per term. In addition to this, an emergency drill is conducted each term for MILC’s Pre-Preparatory Centre.

**3.8. Personal Emergency Evacuation Plans (PEEP)**

Where required, MILC develops a PEEP for any staff member or student who has one or more of the following impairments:

* Mobility;
* Visual;
* Hearing;
* Cognitive; or
* Other circumstances.

MILC recognises that a temporary PEEP may be required for:

* Short-term injuries (i.e. broken leg);
* Temporary medical conditions; or
* Those in the later stages of pregnancy.

**3.9 First Aid and Infection Control**

MILC has a First Aid room. First Aid staff are responsible for providing first aid to individuals on-site (as required), administering medication to students, facilitating provision of first aid kits for excursions and ensuring all first aid facilities, kits and supplies are up to date.

**3.10 OH&S Checks**

MILC undergoes regular internal OH&S inspections to ensure hazards are identified, and OH&S requirements are maintained.

**4 RELATED DOCUMENTS**

MILC First Aid Policies

MILC OHS Calendar Checklist

**5 RELEVANT LEGISLATION**

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

Accident Compensation Act 1985 (Vic)

Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)