Health and Safety Policy and Procedure

Supporting plans, policies and procedures	• Bullying, Harassment, Discrimination, Sexual Assault and Sexual Misconduct Policy and Procedure • Code of Conduct • Critical Incidents Policy and Procedure • Non-Academic Misconduct Policy and Procedure Resource Access and Usage Policy • Risk Management Policy • Staff Complaints and Appeals Policy and Procedure • Staff Complaints and Appeals Policy and Procedure • Student Wellbeing and Support Policy and Procedure
Related legislation and references	• Guidance Note: Well being and Safety (https://www.teqsa.gov.au/sites/default/files/guidance-note-wellbeing-and-safety-v1-2-web.pdf) • Higher Education Standards Framework (Threshold Standards) 2021 • Occupational Health and Safety Act 2011 (Vic) • Special Consideration Policy and Procedure • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
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Approved by	Board of Directors and Academic Board
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Document Review	This document is to be reviewed every two-years at a minimum from the date of final approval.

Version	Review Date and Person/Body	Notes
0.1	Draft prepared by CEO and approved at 7 January 2020 Board of Directors meeting	
1.0	Reviewed by Learning and Teaching Committee (LTC) on 4 February 2020	LTC recommends that the AB approve this policy and procedure
1.1	Presented to Academic Board on 18 February 2020 for approval	
2.0	Approved by the Academic Board on 18 February 2020	Reference to Student Wellbeing and Support Policy and Procedure added
2.1	Reviewed and approved at 20 October 2020 Academic Board meeting Reviewed and approved at 28 October 2020 Board of Directors meeting	Minor amendments following comments from external reviewers
3.0	Reviewed and approved by the Board of Directors and Academic Board via email circulation on 23 July 2021	Updates made following the response to the TEQSA Request for Information 23 July 2021
3.1	Approved by the Board of Directors at their 26 Feb 2025 meeting and by Academic Board and Board of directors at the 25 Nov 2025 meeting	Minor revisions pursuant to periodic review

Background and Scope

This document outlines MIHE's approach to dealing with health and safety on the MIHE campus and online. This policy provides clear direction as to the responsibilities and manner in which staff, students and all stakeholders of MIHE are to conduct themselves pursuant to the requirements of work health and safety legislation. This policy and procedure apply to all MIHE visitors, students, staff and contractors.

Importantly this policy and procedure should be read in conjunction with the requirements of other policies and procedures, particularly the Code of Conduct, the Non-Academic Misconduct Policy and Procedure, Bullying, Harassment, Discrimination, Sexual Assault and Sexual Misconduct Policy and Procedure, and the Critical Incidents Policy and Procedure. These policies and procedures document how certain key aspects of work health and safety are to be managed pursuant to the requirements of the Occupational Health and Safety Act 2004.

Definitions

Refer to Glossary of Terms.

Policy

This policy and procedure protect the health and safety of all MIHE visitors, students, staff and contractors in accordance with the requirements of work health and safety legislation. MIHE is committed to providing and maintaining a safe, healthy and hazard free work and study environment for all staff contractors, students, clients and visitors. The law requires employers to provide and maintain: a safe working environment, safe systems of work, and equipment in a safe condition.

MIHE will ensure the following:

- Provision of appropriate financial and physical resources to ensure compliance with the *Occupational Health and Safety Act 2004* and other relevant regulatory and good practice requirements to ensure effective health and safety measures are in place;
- planning for emergencies and provision of appropriate health and safety training to staff, temporary staff, contractors and students;
- ensuring all staff receive health and safety training as part of their induction;
- ensuring all students are informed of health and safety requirements and obligations in their orientation;
- dissemination of health and safety information to all staff, temporary staff, contractors, students and visitors as appropriate and in a timely manner;

- implementation of cooperative, consultative and risk-based approach to health and safety and shared responsibility of identifying and responding to health and safety issues;
- reduction of health and safety risks through documented processes of hazard identification, assessment, implementation and review of controls;
- investigation of all reported risks and incidents;
- ensuring health and safety risks or incidents which are reported are subject to a risk assessment evaluation in a timely manner;
- monitoring, reporting and responding to any risks or incidents which have been investigated; and
- ensuring continuous improvement efforts are aimed at the minimising safety risks and work-related injury and/or illness.

Ensuring health and safety is not just the responsibility of MIHE, but must be understood and shared with staff, contractors, students, clients and visitors who are expected to take reasonable care for their own health and safety and refrain from actions which may put themselves or others at risk. Staff, students, contractors and visitors are expected to:

- Comply with MIHE health and safety policy and procedure and act in a manner that does not put themselves or others at risk.
- Undertake any work and safety training or induction provided by MIHE.
- Report any issues which may be hazardous or a health and safety risk in a timely manner and acting to eliminate or reduce the hazard or the effects of the incident where safe to do so.
- Report any incidents where there has been injury to any person on campus immediately.
- Report any alleged bullying, harassment or discrimination that they are aware of.
- Encourage fellow staff, students, contractors and visitor to create and maintain a safe and healthy work environment; and co-operate with all other staff, students, contractors and visitor to enable the health and safety responsibilities of all employees to be fulfilled.

Procedure

Student health and safety awareness

MIHE will ensure that all students are informed of health and safety requirements and obligations in their orientation. MIHE will also provide all students with the appropriate and ongoing health and safety training.

Staff and Contractor health and safety awareness

MIHE will ensure that all staff and contractors are provided with induction and appropriate ongoing health and safety training required to meet MIHE's obligations under relevant legislation and not limited to the *Occupational Health and Safety Act 2004 (Vic)*.

Accident, injury or critical incidents

A person witnessing an accident, injury or critical incident should ensure that it is safe for them to remain near the hazard or where the incident occurred. Where safe to do so, the witness should attempt to prevent an incident or further harm (e.g. administering first aid). The person should call 000 if there is an immediate risk to life.

In the event of an accident or injury (that is not a critical incident), written report is to be completed by the most senior person on site at the time of the incident. This report should be submitted to the Administration Manager of MIHE by close of business on the day of the accident or injury. The Administration Manager will be responsible for managing all processes following the accident/injury report.

The report should contain the following information:

- Time, location and nature of the incident; e.g. threat or accident.
- Names, contact details and status of the people involved; e.g. staff or student.
- Whether and which emergency services or other government agencies that have been contacted (including any reference numbers allocated to the incident).
- Details of any further response or remedial action taken and the outcome of those action if known

If the event is a critical incident – refer to the *Business Continuity and Critical Incidents Plan* and *Critical Incidents Policies and Procedure*.

Smoking

The MIHE campus is a smoke free zone. Persons wishing to smoke cigarettes, cigars, etc. may do so outside, and at least 10 meters away from the MIHE campus. Smokers are required to dispose of cigarette butts appropriately and anyone found to be smoking on campus may face disciplinary action.

Prohibited Substances

As outlined in the MIHE Code of Conduct, students, staff, directors, committee members, contractors, consultants, and visitors must not possess, use or supply a prohibited weapon or any prohibited substance at MIHE or while engaged in any activity related to MIHE.

MIHE enforces a zero-tolerance policy in relation to prohibited substances and any person found to be under the influence, or providing to any other person prohibited substances such as and not limited to alcohol, illicit drugs and weapons will face disciplinary repercussions which may include expulsion or termination of enrolment/employment/contract.

Illness, Disease Control, and Injury Management

MIHE is committed to reducing the risk of transmission of illness and disease. All students, staff, contractors, consultants and visitors are strongly encouraged to confidentially advise the Administration Manager, Dean or their manager if they have an illness or disease that may be infectious (e.g. covid, hepatitis, influenza, etc.).

Once senior MIHE staff member has been advised of or become aware that a person may have an illness or diseases that may be infectious, directions will be provided in relation to whether the affected person can enter or remain on the premises or on the conditions that must be satisfied before that person can re-enter the premises; e.g. secure a medical clearance.

Where students are involved, academic staff will use their best endeavours to enable the student to continue to participate in learning and associated assessments. In this relation also see the *Special Consideration Policy and Procedure*.

All students, staff, visitors, and other stakeholders are required to:

- report all injuries immediately for infection control first aid;
- cover and keep covered at all times all open wounds and/or sores;
- use the washing facilities provided in the toilets;
- clean up after themselves and place all and any litter in the bins provided; and
- not share crockery or cutlery.

For further details on how MIHE supports student physical and mental wellbeing refer to the *Student Wellbeing and Support Policy and Procedure*.

Maintenance of Facilities

MIHE will regularly check and takes appropriate action, to ensure the safety of the entry and exit, work areas, floors and other surfaces, workstations, lighting, and ventilation along with ensuring the avoidance of extreme temperatures.

To ensure safety, accessibility and good working order, MIHE will also regularly check drinking water, toilets, hand washing and hand sanitising facilities, dining facilities and personal storage at MIHE.

First Aid Facilities and Information

MIHE will ensure that the First Aid Kit is kept in a prominent location where it is easily identifiable and accessible. Along with a list of contents, the First Aid Kit will contain adequate contents for administering first aid having regard to the foreseeable risks of MIHE operations. All items must be in working order and used items must be replaced immediately. A ratio of 1 first aider per 50 staff and students will be maintained at all times.

Breaches

If a student or staff member is found to be in breach of this Policy or Procedure may be subject to disciplinary action in accordance with the relevant *Code of Conduct*.

Appeals

Appeals concerning any decision taken in relation to this Policy and Procedure should be made under the relevant Staff/ Student Complaints and Appeals Policy and Procedure.