

THE MASTERS INSTITUTE OF CREATIVE EDUCATION

Workplace Health and Safety Policy

1. Scope

This policy applies to all Headmasters Academy Pty Ltd T/A The Masters Institute of Creative Education (TMICE) staff, members of governing bodies (both internal and external), students and visitors to any TMICE campus and to TMICE's students' whilst off campus as a compulsory part of their studies at TMICE.

2. Purpose

- 2.1 The purpose of this policy is to ensure all TMICE staff understand and comply with their health, safety and wellbeing accountabilities and responsibilities as outlined in the Work Health and Safety Act 2011 and reinforced by this policy.
- 2.2 This policy also defines TMICE's commitment to providing a safe and healthy working and learning environment.

3. Policy Principles

3.1 TMICE is committed to:

- a) Ensuring the health and safety of all people who work or study at TMICE by creating an accessible health and safety management system that eliminates or minimises risk of injury or illness to people associated with the Institute's operations;
- b) Ensuring that a health and safety plan is in place for all instances including students are off campus as a part of their studies;
- c) Engaging with all staff, students, visitors and partner organisations in creating safe working and learning environments and safe systems of work;
- d) Developing and maintaining a culture that encourages all staff to actively manage health and safety risks;
- e) Providing a continually improving health and safety management system by establishing, and monitoring progress towards measurable objectives and targets aimed at eliminating work-related illness and injury;
- f) Establishing a health and safety management framework to meet legislative obligations to the highest possible standard;
- g) Complying with all relevant health and safety legislative requirements;
- h) Operating a health and safety management system that is consistent with the nature and scale of its operations;
- i) Providing appropriate health and safety training for staff;
- j) Disseminating health and safety information and instruction to all staff, students, contractors and visitors in the workplace;
- k) Engaging staff in a transparent and consistent consultative process for decision making where there is an impact on workplace health and safety including changes to work processes and/or working environments;

Identifying and managing health and safety risks, through the systematic identification of hazards, evaluation of risks and implementation of effective risk controls;

- l) Promptly reporting hazards, incidents, near misses, occupational illnesses and

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injuries, investigating where appropriate, and implementing control measures to eliminate or minimise the risk of recurrence.

- 3.2 The Chief Executive Officer and Senior Management Group are accountable for ensuring the principles of this Policy are implemented across all TMICE campuses, workplaces and activities.

4. Workplace Health and Safety Committee

TMICE's workplace health and safety (WHS) legislated obligations include:

- 4.1 Consultation mechanisms which enable communication flow across the Institute to consult with employees, employee representatives and contractors, so far as reasonably practicable on WHS issues and changes in their workplace that may affect their health and safety.
- 4.2 Consultation with other people including students, visitors, and others conducting businesses or undertakings that may be affected by TMICE's activities.
- 4.3 To help fulfil its consultation obligations TMICE will establish and maintain a Workplace Health and Safety Committee (the Committee). The Committee will be made up of representatives of each campus and each work unit in the Institute. The Committee will be a forum for discussion on health and safety issues and will provide advice to the Senior Management Group on health and safety issues.

5. First Aid

- 5.1 TMICE will provide adequate first aid services for the welfare of its employees, students and visitors on all campuses and in relation to all activities under the control and management of the Institute. This includes both physical and mental health first aid.
- 5.2 The Committee will:
 - a) Maintain records of staff qualified to provide first aid.
 - b) Ensure that adequate staff are trained in first aid.
 - c) Arrange for a poster with first aider contact details to be displayed where it can be seen by staff.
 - d) Ensure there is a complete First Aid Arrangement Assessment at least every three years.
 - e) Introduce staff and students to first aiders at induction or orientation.

6. Incident Reporting and Investigation

TMICE will:

- 6.1 Maintain a register of incidents and near-misses;
- 6.2 Encourage the reporting of WHS hazards and incidents and near misses to enable TMICE to identify and rectify any previously unforeseen risks to reduce the potential for hazards to lead to injury;
- 6.3 Take immediate steps to minimise further injury or illness to others once a hazard has been identified or incident has taken place;
- 6.4 Include WHS Incident Investigation reports on WHS Committee agendas;
- 6.5 Respond immediately after the incident occurs;

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- 6.6 Communicate with relevant staff, students, senior leaders and/or any other stakeholders as soon as possible after a serious incident occurs;
- 6.7 Investigate all serious incidents, i.e. lost time injuries;
- 6.8 Notify WorkSafe of any Notifiable Incidents;
- 6.9 Ensure incident sites are preserved for investigation where possible. Participate in incident investigations including contribute to reports on incidents within their direct group; and
- 6.10 Implement actions recommended in the investigation report as required.

7. Facilities Management

TMICE will:

- 7.1 Ensure that the Institute has a system established to eliminate or minimise risk of injury, as far as reasonably practicable, to all employees, students, contractors and volunteers from hazards;
- 7.2 Ensure that installation and maintenance work, especially electrical work, is carried out by qualified persons and compliance requirements are met for all electrical equipment and electrical fittings;
- 7.3 Ensure that all equipment, electrical or mechanical, and installations are safe for use; and
- 7.4 Provide instruction on controlling hazards for all tasks in relation to work at the Institute or in relation to any activity under the control of the Institute.

8. Emergencies and Evacuation

TMICE will:

- 8.1 Conduct frequent fire and evacuation drills;
- 8.2 Appoint and train fire wardens; and
- 8.3 Ensure that Evacuation maps are provided and fire exits are clearly marked.

9. Manual Handling

TMICE will:

- 9.1 Encourage discussion and the identification and control of hazardous manual handling tasks;
- 9.2 Monitor information on manual handling injuries, ensure controls are reviewed and that reasonable resources are allocated for implementation;
- 9.3 Continually review the risk control measures.

10. Alcohol, Drugs and Tobacco

- 10.1 TMICE recognises its legislative duty of care obligations under the Work Health and Safety Act 2011 ("the Act").
- 10.2 While alcohol may be consumed on Institute premises at certain functions, such consumption is to be in a manner that reflects responsible service and consumption.
- 10.3 Staff who are adversely affected by the consumption of alcohol while on official duty will normally be dealt with according to Institute's disciplinary procedures and in the case of contractors or their sub-contractors, in accordance with relevant contract provisions.

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- 10.4 Illicit drugs are not to be bought, sold, carried or used in any part of the Institute, nor to be bought, sold, carried or used by any staff, visitors, contractors or students when engaged in Institute business. Additionally, if the Institute becomes aware of illegal behaviour occurring on campus the police will be contacted.
- 10.5 Smoking and vaping is prohibited inside Institute premises or within 10 metres of a doorway. Employees must be aware that their smoking may impact on other staff members, contractors, visitors, students and members of the public.

11. Beach Safety and Bushfire Awareness

- 11.1 TMICE is aware of its obligations to International Students who may not be aware of the particular hazards which exist in Australia.
- 11.2 TMICE will provide information to students in the Student Handbook about:
 - a) Bushfire dangers, including smoke hazards;
 - b) Beach safety and the dangers of swimming in lakes, rivers and streams;
 - c) Living and working in a hot environment;
 - d) Dangerous animals, reptiles and insects; and

12. Healthy Minds

TMICE will:

- 12.1 Promote good mental health for its students and staff;
- 12.2 Train staff in mental health first aid;
- 12.4 Provide an environment conducive to good mental health; and
- 12.4 Provide confidential referral to counselling and psychology resources.