

W3 WORK, HEALTH AND SAFETY POLICY



1 PURPOSE

The purpose of this policy is to create a safe and healthy workplace and learning environment for *BBI The Australian Institute of Theological Education* (the Institute) employees, students, volunteers, contractors, and visitors (the Institute Community). It aims to remove or reduce any risk to their health and safety arising out of the activities of the Institute.

2 BACKGROUND

The [Work Health and Safety Act 2011](#) requires the Institute to provide a safe and healthy working and learning environment for its Community, including those staff working remotely.

3 SCOPE

This policy applies to all members of the Institute's Community, to the Institute's physical offices, and to those employees working within the scope of a Remote Work Agreement.

4 POLICY

The Institute recognises its moral and legal responsibility to its community members and will endeavour to:

- provide safe buildings, plant and systems of work;
- ensure compliance with legislative requirements and standards;
- provide the Institute's Community with information, instruction, training and supervision for their safety;
- provide support that will assist the Institute's Community to maintain their psychological and physical health;
- ensure that suitable risk controls are chosen and established within agreed time frames; and
- continuously improve its health and safety performance and management systems with the aim of eliminating work-relating injury and illness.

Responsibilities of the Institute are to:

- provide a safe and healthy workplace and working conditions that prevent injury and illness, including at remote worksites through individual Remote Work Agreements.
- implement Work Health and Safety (WHS) policies and procedures compliant with the [Work Health Safety Act 2011](#) and the [Work Health and Safety Regulations 2011](#), and relevant Codes of Practice and Industry Standards;
- implement a Work, Health and Safety management system,
- undertake risk management activities to identify, assess, eliminate or control, where practicable, risks that cause injury and illness;
- implement a hazard reporting system in the workplace, and establish procedures to deal with hazards;
- provide information, training and supervision necessary to ensure a worker is safe from injury and risks to health;
- consult with workers concerning health and safety in the workplace;
- strive for continuous improvement through effective safety management, periodic assessments and reviews, and audits and workplace inspections;

- provide the resources required to satisfy the Institute's WHS commitments; and
- provide return to work programs that will support sustainable and timely return to work for injured staff members.

Responsibilities of the Institute Community is to:

- familiarise themselves with all WHS policies and procedures, including, where relevant, the Remote Work Policy and approved Remote Work Agreements, and comply with those policies, procedures, and agreements;
- promptly report all hazards to a member of the WHS committee;
- follow the Institute's instructions and training in relation to health and safety;
- ensure their own personal health and safety, and take responsibility for their acts or omissions so as to not adversely affect the health and safety of others in the workplace;
- assist in the implementation of risk control measures;
- ensure that they are not under the influence of alcohol or drugs;
- ensure that they do not behave in a willful and reckless manner that would endanger their own or any other person's health and safety.

Consultation, Cooperation & Coordination

WHS induction training is carried out as part of the orientation process for new staff within their first week of employment at the Institute.

The Institute supports a range of consultation mechanisms, which are outlined in the *WHS Committee Terms of Reference*. It encourages consultation, cooperation and coordination between Institute employees, students, volunteers, contractors and visitors.. The Institute will involve all parties in workplace changes which may affect their health and safety.

Work Health and Safety Committee

The Institute's WHS Committee represents academic and professional staff of the Institute and works to manage WHS risks. Its members participate in incident investigations, and reporting to address risk, reviewing the WHS risk registers, conducting WHS inspections and actively participate in WHS consultation.

Health and safety rules

The Institute's Community must know and comply with these health and safety requirements:

1. No smoking on the Institute's property.
2. No illicit drugs on the Institute's property.
3. Know and observe all WHS and remote working policies and agreements.
4. Know and observe details of emergency response and evacuation plans.
5. Do not undertake work for which you are not qualified, for example, electrical maintenance.
6. Take responsibility for your own health and safety by not doing anything that may endanger your health and safety or that of the Community members.
7. Report all potential hazards or accidents and incidents to a member of the WHS committee.
8. Always keep work areas neat and tidy.
9. If required to lift any items likely to cause injury, seek assistance before proceeding.

5 RELEVANT LEGISLATION

- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulations 2011](#)

6 KEY RELATED DOCUMENTS

- *Remote Work Policy*
- *Remote Work Agreement*
- *Remote Work WHS Checklist*
- *Incident/injury report form*
- *Workplace Health and Safety Committee Charter*
- *Workplace Inspection Checklist*
- *Risk Management Policy*
- [AC-C12 Code of Conduct Policy and Procedure](#)

7 NOTES

Contact Officer	Director Student Services and Operations
Implementation Officer(s)	Director Student Services and Operations
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