



**Cairnmillar**  
INSTITUTE

Treatment | Education | Research

# Occupational Health and Safety Policy

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<b>Policy Name</b>	Occupational Health and Safety Policy
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<b>Policy number</b>	FSP004
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<b>Date approved</b>	28 June 2021
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<b>Approving body</b>	Council
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<b>Responsible officer</b>	CEO
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<b>Implementation officer</b>	Director of Corporate Services
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<b>Next review date</b>	5 years from approval date
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<b>Linked policies</b>	FSP002 Discrimination, Bullying and Harassment Policy
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<b>Linked forms and documents</b>	<a href="#"><u>HRP011 Critical Incident Accident Injury Policy</u></a> <a href="#"><u>HRP015 Staff Wellbeing Policy</u></a> <a href="#"><u>HRP016 Flexible work practice policy</u></a> <a href="#"><u>FSP002 Discrimination Bullying &amp; Harassment Policy</u></a>
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## 1. Purpose of this policy

The Cairnmillar Institute (the Institute) aims to provide a safe and healthy work environment for all employees, volunteers, contractors and visitors to the workplace. The Institute has a commitment to providing an environment that promotes and supports the physical and psychological health and wellbeing of all by:

- a) Maintaining a process of continuous improvement of the safety management framework, systems and processes ensuring safety practices are maintained
- b) Ensuring staff are appropriately trained and educated in the area of OHS in line with position accountability and responsibilities including individual obligations to personal safety
- c) Reflecting OHS expectations within position descriptions, performance development and planning processes
- d) Providing facilities, equipment, resources and services to enable employees to perform their role safely
- e) Regularly communicating with staff in relation to OHS initiatives and programs that support a workplace health and safety culture
- f) Ensuring OHS is an integral part of all Institute management systems and core operations
- g) Providing and EAP program for staff to access

## 2. Policy

### 2.1. Maintaining a safe and Healthy workplace

- a) Develop and maintain safe systems of work, and a safe working and learning environment
- b) Consult with staff and students and health and safety reps on safety
- c) Provide protective clothing and equipment as required, and enforce its use
- d) Provide information and training for staff and students to assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks
- e) Remove unacceptable risks to safety
- f) Provide staff, students and contractors with adequate facilities

## 2.2. Health

The Institute must maintain a safe, healthy and productive workplace for all employees. The Institute has a zero tolerance policy in regards to the use of illicit drugs on their premises or those of other business related premises (e.g. of the Institute's clients) while under the influence of illicit drugs.

## 2.3. Smoking

The Institute has a non-smoking policy. Smoking is not permitted in any part of the Institute's property or tenancies at any time

## 2.4. Manual handling

While management is responsible for the health, safety and welfare of all staff, all staff must report potential and actual manual handling hazards.

Staff are not permitted to lift or manually handle items larger or heavier than they can easily support. If staff are in any doubt, they must ask for help.

## 2.5. Slips, trips and falls

All staff are responsible for identifying, assessing and controlling the hazards causing slips, trips and falls. Special attention is drawn to stairs and wet floors.

# 3. Procedure

- a) Report all known or observed hazards to their immediate supervisor or manager.
- b) Take all steps within their control to maintain their own health & safety and the health and safety of others.
- c) Operate plant & equipment in a safe and responsible manner.
- d) Wear appropriate personal protective equipment

## 4. Injury Procedure

- a) The first priority is medical attention. The injured person or nearest colleague must contact one of the Institutes first aiders. For a serious injury, also call an ambulance.
- b) Any employee who is injured on the job, or who experiences a safety incident or a near miss, must report the incident to their manager using the Incident/Injury/Hazard form.
- c) On receipt of this form the manager must write a report in the Register of Injuries, incidents and near misses.
- d) The Institute must let the injured employee know in writing that the Institute has received notification of any injury or illness reported in the Register.
- e) The Head of Corporate Services must report serious injuries to WorkSafe immediately.

## 5. Resources and References

Legislative and compliance framework relevant to the development of this policy: Occupational Health and Safety Regulations 2017