

Health and Safety Policy and Framework

Purpose

The Sydney International School of Technology and Commerce (SISTC) *Strategic Plan 2020-2024* establishes the School's commitment to providing a highly supportive learning environment in which students are drawn to the pastoral care and support dimensions of the student experience. An important element of this environment is the creation of a sense of safety and security on the part of students, both while they are on School premises and also more generally in the city in which they live.

In this context, SISTC is committed to the health, safety, security and wellbeing of not only students, but also all staff, visitors, and contractors (typically sessional teaching staff). This policy outlines SISTC's commitment to providing a safe and secure environment for work and study in accordance with relevant legislative and regulatory requirements.

Principles

SISTC is committed to meeting both its legislative and strategic duties of care using a risk management approach, intended to:

- protect the health, safety, security and environment of staff, students and others at the campus;
- facilitate the health, safety and security of staff, students and contractors whilst off campus and/or travelling to the campus;
- ensure effective representation, consultation and cooperation to address health, safety, security and environment issues in the workplace;
- promote information, education and training on health, safety, security and environment matters;
- provide effective compliance and enforcement measures;
- deliver continuous improvement and progressively higher health, safety, security and environment standards;
- enforce and uphold Government Health Orders in relation to the COVID-19 Pandemic or any other Government Health Order.

Policy Statement

At a first order level, SISTC premises are located so as to facilitate the safe travel of staff, students and contractors to the institution, and safety in the general environs of the campus outside of normal office hours. The School is located in a well-lit and busy street in the heart of the Sydney CBD, within one block of a busy suburban train station, and a short walk to bus stops. The School offers a flexible timetable for students, which facilitates their not being required to be on campus after 6pm. The timetable also optimises their travel choices during busy public transport times, and offers daylight hours for travel in two of the three teaching trimesters. The premises comprise a security building which is locked to general public entry outside of normal office hours.

In its approach to student orientation SISTC emphasises the importance of advising students about the health and safety risks associated with living in a beach and harbour- side city. This includes advice about safe ocean swimming and general cautionary advice about use of waterways and the city's cliff environments (with reference to relevant official publications and/or web sites of reputable information sources). Students are also advised of parts of the city where caution is required, and provided with advice about public transport options and published information about safe travel. Students are also advised of emergency contact numbers and procedures for contacting police or emergency services in the event of safety or health risk.

On the SISTC campus the following activities are undertaken to provide an environment that supports the health, safety, security and wellbeing of staff, students and visitors. SISTC:

- complies with health and safety legislation, as well as other requirements, such as codes of practice and Australian Standards;
- complies with Government Health Orders as required
- implements a health and safety risk management process to ensure workplace hazards are identified, assessed, controlled and reviewed where they are not able to be eliminated;
- convenes a regular meeting of OHS officers across SISTC to monitor and address OHS issues;
- provides and disseminates health and safety training and information to workers and visitors;
- raises awareness and provides information about personal security on campus;
- provides information and guidance about online safety, etiquette and security;
- supports wellbeing initiatives and activities;
- provides a governance structure which facilitates consultation throughout the School;
- creates a register of security concerns arising from complaints or other feedback mechanisms;
- reports regularly on health and safety matters to the Board of Directors.

SISTC has a formal Health and Safety Committee with student representatives.

As placements/internships in organisations are an important part of the curriculum and student learning experience, the School ensures that host workplaces have robust Health and Safety arrangements that apply to students on placement. Student placements are also closely monitored. An important aspect of this is ensuring the student is comfortable that their health and safety is not being in any way compromised, or at risk of being compromised. The *SISTC Student Rights and Responsibilities Policy* provides students with the option to remove themselves immediately from any work placement situation they feel uncomfortable with and report this immediately to their School placement contact officer.

The *SISTC Critical Incident Policy and Procedures* sets out the detailed arrangement and responsibilities for emergent situations where student and staff health and safety may be at risk through an event or occurrence not able to be predicted or planned for.

Roles and Responsibilities

The *Board of Directors* holds the ultimate responsibility for policy setting to ensure a safe, secure and healthy workplace as far as is reasonably practicable. The day to day decision-making associated with this rests with the *Chief Executive Officer (CEO)*, *Director of Operations* or the most senior officer available.

In accordance with the Work Health and Safety (WHS) Act 2011, *Senior Staff* show due diligence by taking reasonable steps to:

- understand the provisions for response to critical incident situations;
- scheduling and ensuring the effective provision of health and safety-related training programs for students, staff and contractors, including in orientation programs;
- acquire and keep up to date with current and prospective health and safety matters;
- understand the hazards and risk associated with SISTC;
- ensure health and safety hazards and associated risks are managed;
- regularly review all health and safety systems to maintain their effectiveness;
- ensure the recording and reporting of health and safety matters in accordance with legislative requirements;
- facilitate the effective functioning of the School's Health and Safety Committee, including addressing its concerns and recommendations;
- facilitates the implementation and upholding of Government Health Orders in relation to the COVID-19 Pandemic or similar incident.

Managers and Supervisors are responsible to ensure that:

- a safe working environment is provided and maintained, as far as is reasonably practicable;
- staff and contractors are trained and appropriately supervised to ensure work is carried out in accordance with legislative requirements;
- health and safety mechanisms are developed in consultation with workers;
- they identify hazards and risks within their area of control and authority, and eliminate these when possible or control them;
- relevant orientation/ commencement briefings are provided for new staff on basic health and safety matters (e.g. emergency exits, evacuation provisions etc.), and training where necessary to ensure staff members are competent to carry out aspects of their jobs which may represent health and safety risks;
- adequate resources are provided to ensure the health and safety of staff, sub-contractors and those around them;
- they provide appropriate supervision to ensure work is carried out in a safe and healthy manner;
- they provide a safe working environment that is compliant with any relevant Government Health Orders, particularly in relation to the COVID-19 Pandemic.
- senior management are informed of any urgent and relevant safety issue beyond their scope or ability to implement safety measures.

Teaching and Professional Staff must, as far as is reasonably practicable, ensure that they:

- carry out tasks and duties in a manner which does not adversely affect their own health and safety, or that of others;
- comply with reasonable Health and Safety instructions to allow SISTC to conform with legal requirements;
- comply with the SISTC Health and Safety Policy and other relevant instructions/procedures;
- participate in Health and Safety training provided by SISTC, including induction and task-specific safety training when required;
- immediately report to their supervisor any incident or health and safety concern;
- correctly use and or wear personal protective equipment (PPE) in accordance with the training provided and manufacturer's specifications and report when any PPE requires repair or replacement;
- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
- where practicable and safe to do so, eliminate or control identified hazards;
- facilitate the effective implementation of any return to work plan developed for injured workers;
- have a regard for health and safety risks for students and take a pro-active approach to reporting these;
- provide a safe working and teaching environment that is compliant with any relevant Government Health Orders, particularly in relation to the COVID-19 Pandemic.

Identification, Reporting and Action

All SISTC staff have a responsibility to be vigilant in relation to current and potential emergent health and safety issues which may affect students and/or staff. Where an incident has occurred the *SISTC Critical Incident Policy* provides guidance on procedures and timeframes for action. More generally, situations are to be reported immediately or as soon as practicable to a senior School staff member (e.g. CEO, Dean, Director of Operations or Registrar). The officer receiving the report must immediately take action to assess and remedy the potential risk or hazard; to institute more underlying corrective action through the Dean and/or Director of Operations within as quick a timeframe as possible and to inform and liaise with the Chair of the School's Health and Safety Committee. The Director of Operations will take responsibility for following through on action plans and reporting to the CEO and the Chair, Health and Safety Committee on progress and outcomes.

Consultation and Communication

HEALTH AND SAFETY COMMITTEE

Two student representatives are elected by the student body on a 12-month rotational basis to be members of the SISTC Health and Safety Committee. The Committee meets quarterly or more often as required and is chaired by a professional staff member. The Committee considers and provides recommendations to the Director of Operations on matters relevant to the health and safety of students and/or staff. The Terms of Reference for the SISTC Health and Safety Committee are to:

- consider matters referred by students and/or staff relating to health and safety matters;
- consider matters referred by School management in relation to health and safety matters;

- provide reports and recommendations to School management in relation to health and safety matters;
- monitor progress with and resolution of current health and safety matters;
- provide advice on the School's preventive and intervention policies in the health and safety area, and in relation to the School's level of preparedness more generally for management of incidents;
- provide advice on the School's orientation and training in relation to health and safety;
- institute environmental scanning in relation to developing health and safety strategy and practice;
- provide reports and recommendations to School management in relation to the implementation of any Government Health Order in relation to the COVID-19 Pandemic or any other similar incident.

SISTC provides accessible consultation and communication opportunities for staff and students through which policy and good practice on Health and Safety can be decided and disseminated.

Hazard/Risk Identification and Management

SISTC continually improves, develops and maintains an integrated Health and Safety risk management system, with the primary objective of positively contributing to the general health, safety and wellbeing of staff, students and visitors.

Reporting and Evaluation

A quarterly Health and Safety report is provided to the SISTC Board of Directors detailing Health and Safety initiatives, activities, risk issues, incidents and other information as required. All records are retained in accordance with legislative requirements.

Training and Induction

SISTC identifies, develops and provides appropriate information, induction and training to equip all staff and students with the knowledge and skills necessary to meet their work health and safety responsibilities. Information about enhancing personal security on campus and online will be provided to students during orientation procedures.

Workers' Compensation and Rehabilitation

SISTC complies with Workers Rehabilitation and Compensation legislation. SISTC provides opportunities for staff to participate in workplace rehabilitation to facilitate a timely and safe return to normal duties.

Health and Safety Policy Framework

This Framework comprises a suite of related Policies and Procedures which each address a more specific aspect of health and safety under this Policy.

Emergencies and Incidents

- Fire, Evacuation and Emergency Preparedness Procedure
- Emergency Notification Procedures
- Incident Reporting and Investigation Procedure
- Internal Incident Notification Form
- Incident Notification Form (Work Safe)

Ergonomics

- Ergonomics Policy
- Manual handling policy
- Manual handling Procedure

First Aid

- First Aid policy
- First Aid Procedure
- Injury Investigation Report Form

Personal Health and Safety

- Fitness for Work Policy (see also *SISTC Student Support Policy*)
- Bullying, Harassment and Violence Prevention and Response Policy
- Sexual Misconduct Prevention and Response Policy
- Security Procedures

Safe Working Environment

- Hazardous Substances Policy
- Hazardous Substances and Dangerous Goods Procedure
- Health and Safety Risk Management Procedure
- Housekeeping Procedure
- Plant policy

Workers' Compensation and rehabilitation

- Work Cover Register of Injury Form (NSW)

Workplace Health and Safety

- OHS Consultation Procedure
- OHS Issue Resolution Procedure
- Workplace Health and Safety Rules
- Workplace OHS Inspection Procedures
- Contractor Evaluation Form
- OHS Induction Checklist

These related Policies and Procedures can be found in the attached Appendices.

Review

SISTC's Health and Safety Policy, and the associated policies attached in the Appendices, will be reviewed by the SISTC Board of Directors annually in the first three years of operations to reflect SISTC's commitment to health and safety.

Relevant Legislation and Standards

Work Health and Safety (WHS) Act 2011 (NSW)

Higher Education Standards Framework (Threshold Standards) 2021 Domains 2 and 6

National Code of Practice for Providers of Education and Training to Overseas Students 2018 ("the National Code 2018") Part D, Standard 6.

Key Related Documents

SISTC Strategic Plan 2020-2024

SISTC Anti-Discrimination Policy

SISTC Bullying, Harassment and Violence Prevention and Response Policy

SISTC Critical Incident Policy and Procedures

SISTC Sexual Misconduct Prevention and Response Policy

SISTC Staff Rights and Obligations Policy

SISTC Student Rights and Obligations Policy

Notes

Responsible Officer	CEO
Approval Authority /Authorities	Board of Directors
Date Approved	6 March 2019
Date of Commencement	
Date for Review	Annually
Documents Superseded by this Policy	None
Amendment History	<p>V1.1 5 February 2021 relates to separate strengthened policies on Bullying, Harassment, Violence and Sexual Misconduct Prevention and Response and to enforcing and implementing relevant Government Health Orders, such as the COVID-19 Pandemic, in relation to staff and student obligations.</p> <p>V1.2 amended with the approved changes to the senior management structure 28 April 2021.</p> <p>V1.3 updated with the changes to the HESF 21 1 July 2021.</p>

APPENDICES

SISTC Health and Safety Policy Framework

Policies and Procedures

SCHEDULE: SISTC incident grading and management responsibility

Classification	Definition	Managed by:
1. Insignificant incident	A minor incident or problem such as a staff or student with a personal issue which is distressing or upsetting.	Unit Coordinator, Staff Employee
2. Minor incident	A minor incident which causes concern but presents no external threat such as a threat to harm self where the person accepts they need assistance; student/staff experiencing minor medical or mental health emergency; death of staff/student (that does not occur on campus)	Unit Coordinator, Staff Employee
3. Moderate incident	A concerning event which has the potential to escalate to a more serious crisis and/ or affect operations such as behaviour which is an actual or potential risk to safety of self or others.	Unit Coordinator Staff Employee (Student Support Officer notified)
4. Major incident	A serious event that has occurred or is imminent and which poses a threat such as a fatality, serious injury, fire, explosion.	Student Support Officer, CEO, Emergency Services and Security
5. Critical incident	Critical incident means a severe crisis which is likely to cause extreme physical and /or emotional distress to staff, students and visitors. It includes events such as a terrorist attack, natural disaster, a large fire, explosion, bomb sabotage, civil unrest, environmental issue.	Student Support Officer, CEO, Emergency Services and Security

SISTC Fire, Evacuation, and Emergency Preparedness Procedure

Purpose

The purpose of this procedure is to plan for processes to be followed in the event of an emergency evacuation or fire emergency.

Scope

This procedure covers students, staff, contractors, and members of the public on the SISTC campus.

Definitions

Emergency Preparedness Plan – a plan that is in place and can be actioned in an emergency.

Actions

As a part of the induction process, all students and staff shall be informed of specific fire, evacuation and emergency procedures at the workplace.

1. FIRE

The risk of fire breaking out on the campus and spreading will depend upon the materials being used and stored, the standard of housekeeping, work practices, the construction and layout of the premises and the training of employees.

The risk to people after a fire has started depends upon the adequacy and maintenance of a means of escape, the fire alarm system and the training of the personnel in fire and evacuation procedures.

2. EVACUATION

Students and staff should follow any instructions given to them by designated fire wardens and/or emergency services representatives in the event of an evacuation.

Students and staff must evacuate the campus when:

- a fire alarm or an evacuation alarm is activated;
- it is hazardous to life to remain;
- instructed to evacuate by a member of an emergency service (such as fire brigade, police, state emergency services) which could be as the result of an emergency in the near vicinity and not on campus;
- instructed to evacuate by a member of the emergency response team (e.g., Building Emergency Fire Warden) as indicated on the evacuation plan.

The following instructions must be followed when evacuating a site:

- Walk quickly and directly - DO NOT RUN.

- DO NOT stop to collect personal possessions.
- Turn off power and gas if possible to do so.
- Close doors (but do not lock), shut down plant and equipment before evacuating to limit the spread of fire, smoke and water damage.
- If you see other people not evacuating, call out to them to evacuate but do not stop moving toward the exit yourself.
- Obey all instructions from emergency response personnel.
- DO NOT use lifts (as applicable) in the event of a fire or if there is risk of fire;

3. EMERGENCY PREPAREDNESS

SISTC shall have an Emergency Preparedness Plan prominently displayed on the campus.

The Emergency Preparedness Plan takes into account all aspects of a likely emergency and provides planned responses. The Plan shall include the following:

- Campus location and layout.
- Emergency telephone numbers.
- Identification of the personnel appointed to assume responsibility in an emergency.
- Hazardous materials and substances at the campus if they are likely to endanger emergency services personnel.
- Internal structures that may endanger emergency service personnel in the duty of their work e.g., imminent collapse of a tunnel or plant during a fire or earthquake, asbestos in the building, etc.
- List of potential foreseeable emergencies such as vehicles parked in the way of emergency services.
- Specific planned response arrangements to potential emergencies.
- Arrangements for raising the alarm, reporting emergencies and alerting management and external authorities (Emergency Services, EPA, WorkCover, etc).
- Arrangements for evacuating the premises including the evacuation of the public (customers or subcontractors) who may be on the premises.

Where injuries or dangerous occurrences have happened the Incident Reporting and Investigation Procedure shall be followed.

SISTC Emergency Notification Procedures

Purpose

The purpose of this procedure is to provide details of the information that should be readily available to staff and students in the event of an emergency.

Provisions

The information that should be readily available to staff and students in the event of an emergency is as follows:

If you discover a: FIRE CHEMICAL SPILL

If you receive a: BOMB THREAT

If you encounter a: SUSPICIOUS PERSON

If you experience a: MEDICAL EMERGENCY

TELEPHONE: [.....] or [.....] or NOTIFY [.....].

If no response or unable to locate [.....] then contact [.....] or Ph: [.....].

Remember: *Once an emergency situation has been identified the first priority is the protection of life. This involves warning people at risk and ensuring their safety. No student or employee is to put themselves at risk during the course of an emergency situation.*

Emergency Evacuation Procedures

When instructed to evacuate by your Supervisor or the Site Emergency Warden:

- Use the nearest safe exit to walk to your designated Emergency Assembly Area.
- Remain at your Emergency Assembly Area until instructed otherwise by your Supervisor or Site Emergency Warden.
- Supervisors/Lecturers are to conduct a head-count of employees and/or students under their control at the Emergency Assembly Area.

Emergency Telephone Numbers – External Services (Nsw)

FIRE BRIGADE – AMBULANCE – POLICE – STATE EMERGENCY SERVICE 000

ENVIRONMENT PROTECTION AUTHORITY 1300 372 842 (24 Hours)

SISTC Incident Reporting and Investigation Procedure

Purpose

The purpose of this procedure is to describe the process for incident reporting and incident investigation with respect to students and employees of SISTC.

Scope

This procedure applies to all accidents, injuries and/or incidents that occur on the campus in relation to the role of SISTC students or employees.

Definitions

Within the scope of OHS legislation the following terms and definitions are generally used:

Incident - a negative sequence of events which results in injury to a person.

Dangerous occurrence – a negative sequence of events which exposes a person in the immediate vicinity to risk of injury.

Actions

1. ACCIDENT REPORTING AND INVESTIGATION - INTERNAL

All injuries and dangerous occurrences must be notified to the Supervisor/Manager or the Student Support Officer immediately. SISTC will investigate injuries and dangerous occurrences as appropriate, through the use of the Accident Investigation Report Form. This investigation shall include the classification of injuries, the recording of the incident and investigation to facilitate a satisfactory outcome.

An Accident Investigation Report Form shall be completed by the Supervisor/Manager in consultation with the employee involved. The Director of Operations is also to be notified as soon as is feasible.

Records of actions taken shall be maintained and recorded on the Accident Investigation Report Form.

2. ACCIDENT REPORTING TO SAFEWORK NEW SOUTH WALES

The Director of Operations shall determine whether the injury or dangerous occurrence falls within the scope of relevant legislation for reporting to SafeWork New South Wales.

The Director of Operations shall ensure that all prescribed incidents are reported by telephone immediately on becoming aware of such occurrences. As example, prescribed incidents include, but are not limited to:

- death, amputation, life support requirements, loss of consciousness.
- damage to plant/machinery.
- explosion, fire, escape of gas, dangerous goods spill.
- entrapment, burns, collapse of an excavation.

On advice from HR the Director of Operations will complete an Incident Notification Form and forward such to WorkSafe New South Wales. The site of the incident must remain undisturbed until an inspector arrives or as directed by Worksafe.

Records relating to the reporting of a prescribed notifiable incident shall be kept by SISTC for a period of at least 5 years. All activities relating to the incident shall be reviewed and investigated to determine if procedures/safe work practices need to be updated.

SISTC Internal Incident Notification Form

Person submitting details -

Name:

Position Title:

Tel No:

Date Submitting Details:

Date of Incident:

Time of Incident:

Place/location where occurred:

Work activity being undertaken at time of incident (identify plant, equipment or substance involved):

Brief description of incident (give details of the type of injury, if any, caused by the incident):

Action taken/intended, if any, to prevent recurrence of incident:

Details of injured person(s) (if any) -

Name(s):

Residential address:

Date of Birth:

Tel No:

Occupation/job title (if applicable):

Student/Employee/c
ontractor/member of
public:

Optional

Person(s) who saw incident or first came to scene:

***The information to the extent known at the time of completing this form needs to
be included.***

SISTC Incident Notification Form (New South Wales)

For Work Health and Safety Act 2011, Notification Requirement

This form is to be completed and forwarded to the **WorkSafe NSW** within 48 hours after becoming aware of the injury or dangerous occurrence. Call 13 10 50 or email contact@safework.nsw.gov.au.

Person submitting details -

Name:

Position Title:

Tel No:

Date Submitting Details:

Date of Incident:

Time of Incident:

Employer/self employed:

Business Address:
incident

Place/location where
occurred:

Name of employer of deceased/injured person(s), if any, if different from above:

Work activity being undertaken at time of incident (identify plant, equipment or substance involved):

Brief description of incident (give details of the type of injury, if any, caused by the incident):

Action taken/intended, if any, to prevent recurrence of incident:

Details of injured person(s) (if any) -

Name(s):

Sex:

Residential address:

Date of Birth:

Tel No:

Occupation/job title (if applicable):

Student/
Employee/contractor
/member of public:

Optional

Person(s) who saw incident or first came to scene:

Work Cover ID:

Establishment No:

The information to the extent known at the time of completing this form needs to be included.

SISTC Ergonomics Policy

Purpose

SISTC is committed to creating a safe work place and learning environment through the adoption of consistent ergonomic principles for all tasks involving workstations.

Scope

This policy applies to all ergonomic furniture used within SISTC for clerical and screen- based workstations used by staff and students for work or learning.

Provisions

All workstations must be ergonomically correct where any screen based equipment is used, including portable computers. All ergonomic furniture and associated equipment must comply with Australian Standard AS 3590.2 - "Screen based work stations - Part 2: Work station Furniture", and the Occupational Health and Safety Act, Code of Practice for Manual Handling (Occupational Overuse Syndrome)

Responsibilities

It is the responsibility of managers/supervisors to ensure staff are provided with appropriate tools and materials for office work duties and receive appropriate training on the correct usage of ergonomic equipment at induction and when changes in duty or equipment occur. Similar information will be provided to students at induction.

Individual Staff Requirements

Where an individual staff member has made known to their manager a medical condition (e.g. shoulder or neck injury, carpal tunnel or disc bulge), HR will carry out a more thorough ergonomic assessment and make recommendations for improvement to the ergonomics where possible and ensure implementation of the recommendations.

Occupational Overuse Syndrome

Occupational Overuse Syndrome is caused or aggravated by repetitive movement or sustained or constrained posture. Managers are responsible for implementing strategies to prevent Occupational Overuse Injuries which shall include a review of:

- job design and work organisation;
- supervision and training;
- the ergonomic design of workstations.

Managers will be trained in and implement the following:

- staff positions should incorporate a variety of tasks which allow variation in movement and posture. A mix of repetitive or static work, and non-repetitive work should be included;
- no employee should be required to continually type or enter data for more than 5 hours per

day;

- where the job involves a major component of keyboard work, or other task using the same muscle group, frequent rest breaks should be taken.
- where a variety of alternative tasks are not available, it is important to have more breaks away from the task. Doing exercises during breaks can assist in providing a variety of postural changes and movement for muscles.

SISTC Manual Handling Policy

Purpose

SISTC is committed to providing a safe working environment by ensuring that manual handling tasks are undertaken as safely as possible.

Definition

Manual handling means any activity requiring the use of force exerted by a person to lift, push, pull, carry or in some way move or restrain any object. Manual handling tasks can have the potential to pose a risk of injury.

Provisions

SISTC has involvement with a number of tasks that require manual handling of items which if not properly managed, have the potential to cause injury. Consequently, SISTC will ensure, so far as is practicable:

- any plant and equipment used in the workplace is designed, constructed and maintained to be safe and without risk to health and safety when manually handled.
- work practices involving manual handling are designed, implemented and maintained to be safe and without risk to health and safety.
- the working environment is designed, constructed and maintained to facilitate safe manual handling practices.

SISTC will follow the guidelines established by relevant manual handling regulations to identify and assess risk factors and determine appropriate control measures.

All employees will observe all instructions and directions relating to manual handling activities and report any known hazards to their immediate supervisor. All manual handling tasks identified as unacceptable potential injury risks will be assessed and appropriate control measures implemented. Safe work procedures will be developed in consultation with employees.

This Policy will be regularly reviewed in the context of legislative and organisational changes.

SISTC Manual Handling Procedure

Purpose

This procedure addresses issues to minimise the risk of manual handling injuries.

Scope

Injury from manual handling is a significant issue across all industries. Manual Handling involves more than just the lifting and/or carrying of weights. It can include **any activity requiring the use of force (muscular effort) exerted by a person to lift, push, pull, carry or otherwise move or restrain any moving or stationary object.** Typical injuries that might occur include sprains, strains, back pain etc.

Only a very small number of manual handling injuries are caused by lifting heavy weights. Often, seemingly simple activities such as repetitive reaching, twisting and bending, as well as poor sitting, standing and typing postures can contribute to an injury occurrence.

Actions

Supervisors and managers have a responsibility to ensure that all staff under their control follow correct manual handling procedures. This duty extends not only to pro-active strategies to prevent manual handling injuries during normal duties, but also after an employee has returned to work following either an injury, a period of annual leave, or an extended absence

SISTC will ensure that all relevant employees undergo suitable training and have suitable supervision with respect to manual handling issues.

As part of the consultative process, SISTC will consult with employees, to identify, assess, and control risks arising from manual handling activities in the workplace. Therefore, managers and supervisors are encouraged to use the Code of Practice for Manual Handling and discuss manual handling activities. Any task meeting the criterion for hazardous manual handling requires a risk assessment to be conducted to confirm whether or not a legitimate risk exists. All tasks where a manual handling risk is indicated shall, as far as reasonably practicable, be effectively controlled without reliance on manual handling techniques.

In determining appropriate controls, those employees involved in the specific task being assessed shall be consulted. Where changes are initiated, management shall provide training and/or awareness sessions to staff involved.

Competency in managing manual handling involves being aware of the hazards, using the appropriate controls and not taking risks. Once manual handling risks are assessed, appropriate controls shall be developed in consultation with employees involved. Once new processes have been implemented, they shall be monitored for effectiveness and reviewed to ensure safety.

All relevant employees shall undergo appropriate training and/or awareness sessions on the risks associated with manual handling in the employer's business

Key Manual Handling Principles

Whenever and wherever possible mechanical aids such as trolleys are to be used for moving items. However, there are times when manual handling will be necessary. Employees are to assess all manual handling tasks with reference to their own capabilities and request assistance where required. Before the handling occurs the person involved should consider the nature of the load and the distance that the load is to be moved.

Employees involved in manual handling tasks are to always use the following basic principles of manual handling:

- keep the spine in its three natural curves.
- if arching over use the cantilever technique.
- keep the load close to the body.
- don't twist the trunk – pivot with the feet.
- lift the load smoothly – don't jerk.

SISTC First Aid Policy

Purpose

The purpose of this policy is to prescribe how SISTC will provide a safe working and learning environment through the administration of appropriate first aid.

Definition

First aid is the emergency care of the sick or injured.

Provisions

SISTC will ensure that, as far as reasonably practicable, the provisions of any relevant Regulation, Compliance Code, or Code of Practice for first aid in the workplace are implemented.

SISTC will also use the risk assessment approach to determine appropriate provision for a first aid service in its work and learning environment, including the number of first aiders required and the level of training, and the number of first aid kits and their contents. The appropriate level of first aid services will be reviewed on a yearly basis, or sooner if thought necessary.

SISTC will ensure that persons designated as first aiders receive an appropriate level of training and remuneration for their role and will also supply all first aid kits and ensure the contents are relevant to the level of training received by first aiders. Each first aider will have care of a first aid kit and each first aider will be responsible for suitably maintaining the contents of the first aid kit in their care and ensuring their first aid qualifications remain current.

The principles of safe first aid/universal precautions must be practiced by all first aiders. All first aiders are encouraged to be immunised against Hepatitis B on a voluntary basis. The cost of this will be met by SISTC. Analgesic tablets such as Panadol will neither be possessed nor distributed by a first aider.

The relevant first aiders for SISTC will have their names and locations posted on a notice board on each level of the building occupied by SISTC .

First aiders are required to record in writing the basic details of all injuries resulting in the request for first aid treatment. All first aid treatments will be recorded by the relevant first aider and confidentiality of personal information regarding first aid treatment will be maintained by first aiders. If a person is wearing a “medi-shield” or like bracelet then it is permissible for the first aider to seek to access this information.

Whenever a first aider judges that the injured person requires further medical attention the first aider will notify their immediate supervisor. If necessary, transportation (not meaning ambulance) for medical treatment will be provided by SISTC at its expense. If an ambulance is required, the cost will be borne by the patient.

The legal liability for the actions of first aiders, intended in good faith – and without malicious and vindictive intention, is with SISTC.

SISTC First Aid Procedure

Purpose

The purpose of this procedure is to describe the first aid system that is in place for all SISTC employees and students.

Scope

This procedure applies to all SISTC work and learning environments.

Actions

SISTC will ensure that all employees are provided with appropriate access to First Aid facilities, services and supplies. SISTC recognises that it is important to ensure that employees can gain quick access to first aid kits and facilities in the event of an injury/illness.

Access to a first aid kit will vary depending upon the work situation of an employee:

- **WORKING IN A NON-REMOTE / NON-ISOLATED SITUATION**
SISTC will provide employees with access to first aid facilities.
- **WORKING IN A REMOTE / ISOLATED SITUATION**
Where an employee is working in a remote or isolated rural area where there could be potentially life-threatening delays in obtaining medical assistance, a specialised first aid kit, designed for remote locations, will be provided to the employee.
- **COMPANY MOTOR VEHICLE USE**
A first aid kit will be supplied in every company car.

The designated first aiders are responsible for notifying SISTC when stocks in the first aid kit need replenishing or replacement.

All designated first aiders shall be provided with at least level 2 first aid training. This training shall be reviewed every 3 years. More specialised training, to at least level 3, shall be provided for employees working in remote or isolated locations. Records of first aid training shall be maintained.

Any incident or accident requiring first aid treatment for a staff member or student should be reported to management. A record of what first aid treatment was undertaken shall be noted and communicated to SISTC.

SISTC Injury Investigation Report Form

Please print when completing this form.

Injured person's name: _____

Date of injury: _____ Date & time reported to employer: _____

Name of main witness: _____

Name(s) of witness (es): _____

Task at time: _____

Location where injury occurred: _____

Describe how the injury occurred: _____

Type of treatment required? _____

Did the injury require a doctor's treatment? _____

What were the reasons for the injury occurrence? _____

Type of injury and part of body injured? (Please be specific.): _____

Other details of the injury occurrence: _____

Improvement actions: _____

Is injury notifiable to WorkSafe New South Wales?: _____

Employee's Signature

Investigator's Signature

Date

SISTC Fitness for Work Policy

Purpose

In accordance with the *Work Health and Safety Act 2011 (NSW)* SISTC has a duty of care to ensure the health, safety and welfare of all employees at work. Employees also have a responsibility under relevant OHS Acts to follow instructions and co-operate with SISTC whilst at work, and not put themselves or others at risk. The Fitness for Work Policy seeks to ensure that an employee is in a state (physical, mental, and emotional) which enables them to perform assigned tasks competently and in a manner which does not threaten the health and safety of themselves or others. This Policy covers only those situations in which an employee is having observable difficulty performing his/her work duties in a manner that is safe for the employee and/or for his/her co-workers. Possible issues include substance abuse (drugs or alcohol), effects of prescribed medication, fatigue, psychological impairment (“stress”), and emotional effects of personal issues.

This Policy does not apply to SISTC students. Support services for students are described in the *SISTC Student Support Policy*.

Employee obligation to present for work fit for duty

As a condition of their employment employees are obliged to present for work in a fit state, including appropriate behaviour, so that in carrying out normal work activities they do not: (i) subject themselves or their co-workers to unnecessary risks to health and safety; (ii) inhibit their ability to fulfill the requirements of their position; or (iii) inhibit the ability of their co-workers to fulfill the requirements of their positions.

Supervisor and employee obligations

All SISTC managers/supervisors are responsible for ensuring that no employee commences or continues duty if that employee appears to be affected by alcohol, illegal drugs, medication or other substances which may reasonably be considered to lead to a safety risk or an inability to fulfill the requirements of the position. Where an employee presents for duty and appears to the manager/supervisor to not be in a fit state to carry out their normal duties, then SISTC reserves the right to (i) stand down the employee; (ii) remove the employee from the work site; and (iii) seek advice from a medical practitioner on the employee's fitness for duty.

Prescribed drugs and medications

Prior to the commencement of work employees are required to notify their manager/supervisor of consumption of alcohol or prescribed or over-the-counter medications that may impair their ability to perform the work. The employee should obtain and provide advice to the manager/supervisor from a doctor or pharmacist as to any effects the prescribed drug may have on work performance.

Use of SISTC vehicles and/or equipment

It is the responsibility of both managers/supervisors, and employees also, to ensure that an employee who appears to be influenced by alcohol, illegal drugs or other prescribed or over-the-counter medication does not drive a SISTC vehicle or be placed in control of plant or equipment.

Procedures for Managers/Supervisors

Where a manager/supervisor considers, on the work performance and/or behavioural evidence before them, that an employee appears to exhibit signs of possible impairment at work then the manager/supervisor will intervene. The Manager/supervisor will: (i) speak to the employee away from the hearing of other employees, and advise them that their appearance, work performance and/or behaviour is causing concern and that the manager/supervisor considers that they appear to be unfit for work; (ii) seek clarification or explanation from the employee to ascertain the reasons for their appearance, unsatisfactory work performance and/or behaviour; (iii) if the manager/supervisor is satisfied with the explanation given by the employee and believes that the employee is able to continue work safely and without causing risk to others, the manager/supervisor will so advise the employee; (iv) if the manager/supervisor is still of the opinion that the employee is unfit for work to the extent that they cannot work safely and without causing risk to others, the situation will be immediately referred to the Director of Operations for advice and action.

Where the Director of Operations meets with the employee, the employee will be advised that they are entitled to have a nominated observer in attendance if they so require. Where fatigue, psychological stress, or prescribed medication is the identified factor the employee will be stood down and offered transport home (e.g., taxi). SISTC will meet reasonable travel costs. The outcome will be an agreement reached with the employee to ensure the employee can perform future assigned work competently. If the Director of Operations observes behaviour which would lead them to consider the employee is under the influence of alcohol or another substance, then SISTC reserves the right to: (i) refer the employee to a medical practitioner for assessment of the employee's fitness for duty; (ii) suspend the employee with pay while the situation is investigated; (iii) offer transport home (e.g., taxi) to the employee. SISTC will meet reasonable travel costs. The employee is to be advised in writing that, on the next day or as soon after the event as practicable, the incident will be discussed with themselves, their Manager/Supervisor, and the Director of Operations. A nominated observer may attend if requested by the employee. The outcome will be an agreement reached with the employee to ensure the employee can perform future assigned work competently.

Breach of Policy

Any manager/supervisor who knowingly permits employees to work whilst under the influence of drugs or alcohol may be subject to disciplinary action. A breach of this policy by an employee may lead to disciplinary action being taken against that employee. Failure of an employee to comply with a directive to stand down from work will result in disciplinary action. Failure of an employee to work in accordance with any resulting work performance agreement may result in termination of employment.

Employee Assistance

SISTC recognises drug or alcohol dependency as a treatable condition. Employees who suspect they have an alcohol or drug dependency are encouraged to seek advice, and to follow appropriate

treatment promptly before it results in job performance problems. SISTC Management will provide advice and assist in securing appropriate treatment. Strict confidentiality will be maintained and Employee Assistance costs, for the first 2 counselling visits, will be met by SISTC. No employee with drug or alcohol dependency will be terminated due to the request for help in overcoming that dependency or because of involvement in a rehabilitation effort.

SISTC Security Procedures

Purpose

These procedures are designed to assist in promoting personal safety at SISTC and provide a reporting structure in the event of theft or assault.

Personal Responsibility

Staff and students can help make the campus safer and more secure for everyone by:

- Recognising and avoiding potentially risky situations; and
- Reporting any thefts or suspicious behaviour to Security.

Report any suspicious behaviour on campus to Security, no matter how minor it may appear. Prompt recording of incidents helps prevent recurrences.

Action

If staff or students feel threatened, experience an assault or theft or witness such behaviour, they should immediately telephone Security on [insert number] and dial 000 (a free call to the Police Department).

Security will keep records of all reports and this information will be used to improve security at SISTC.

SISTC Hazardous Substances Policy

SISTC is committed to providing a safe working environment for all its employees. SISTC will ensure, as far as is reasonably practicable, the minimisation of the risk to health of students and employees due to exposure to designated hazardous substances. To this end SISTC will implement the duty-of-care requirements set out in relevant hazardous substances regulations. Wherever practicable the prevention of exposure to designated hazardous substances used in the workplace will not be reliant on the use of personal protective equipment.

Where required, SISTC will implement a Hazardous Substances Management Plan comprising of:

- Hazard Register.
- provision of Material Safety Data Sheets.
- suitable types and labelling of containers.
- risk assessment and control of hazardous substances.
- provision of suitable instruction, training and supervision.
- monitoring and health surveillance.
- suitable personal protective equipment.

As part of this objective SISTC will consult with employees on matters regarding the purchase, use, storage, and disposal of designated hazardous substances. Prior to any designated hazardous substances being distributed for use in the workplace or learning environment the relevant supervisors/unit coordinators will ensure that their employees/students using such:

- have read the Material Safety Data Sheet;
- understand the correct procedures for handling, storing and disposing of the hazardous substance;
- understand the health effects and recommended safety precautions.

No work with designated hazardous substances will be undertaken until a risk assessment of the work is completed.

Contractors using designated hazardous substances in the workplace will comply with relevant legislative requirements and School standards.

Management, in consultation with employees, will review the Hazardous Substances Management Plan on an annual basis.

SISTC Hazardous Substances and Dangerous Goods Procedure

Purpose

The purpose of this procedure is to assist employees in identifying hazardous substances and dangerous goods and the necessary actions to be taken when working in this type of environment.

Scope

This procedure applies to any situation where employees may be exposed to hazardous substances or dangerous goods, on all worksites.

Definitions

Hazardous substances - are chemicals or other substances that can harm your health when used in the workplace. Examples include (depending on the concentration and ingredients): acids, caustic substances, peroxides, cleaning agents, disinfectants and insecticides.

Dangerous goods - are substances or articles that are potentially dangerous to people, property and the environment because of the fire and/or explosion risks they can pose when stored or transported. Also, corrosiveness and toxicity when spilled.

Actions

The presence and use of hazardous substances and dangerous goods needs to be determined as part of the risk assessment of the workplace and of the work activities required of employees. The risk assessments undertaken should be reflected on the Risk Register. Employees shall also be involved in this process to ensure all potential chemical hazards are identified.

Given the areas where some students and employees are studying or working they may come in contact with (although not directly use) hazardous substances or dangerous goods as part of their environment. In such instances provision of appropriate training and awareness shall be provided to those students and employees.

The Manager/Supervisor/Unit Coordinator shall ensure that where there is use of chemicals, Material Safety Data Sheets (MSDS) are on hand and in close proximity to the chemical being used/stored. Where such chemicals are deemed hazardous or dangerous, a risk assessment and training is required. Employees shall be made aware of the availability of MSDS and emergency planning such as manifests for fire authorities as needed.

SISTC Health and Safety Risk Management Procedure

Purpose

This Procedure provides the minimum standards for health and safety risk management at SISTC.

Scope

All staff, students, contractors and visitors to SISTC.

Responsibility

All Heads of Departments and Supervisors of staff, students, contractors or visitors are responsible for ensuring compliance with these procedures. The SISTC Health and Safety Committee is responsible for advising on and monitoring all steps of this Procedure.

Procedure

There are five steps to Health and Safety Risk Management:

1. HAZARD IDENTIFICATION

A hazard means any situation that has the potential to cause harm to health, injury or illness. Hazards generally fall into the following categories:

- Biological
- Chemical
- Sound
- Temperature
- Electrical
- Ergonomic
- Gravitational
- Mechanical
- Motion Pressure
- Psychosocial
- Radiation

Hazards must be identified for all activities, and should take into account:

- work and learning environment
- work practices
- materials and substances
- plant and equipment
- facilities, buildings, and premises
- the nature and type of tasks

2. RISK ASSESSMENT

The risk for all identified hazards should be assessed using the following three factors:

- Consequence – the most probable outcome of interaction with the hazard;
- Exposure – the frequency of exposure to the hazard; and

- Probability – the likelihood that the consequence will occur once exposed to the hazard.

It is important that a risk assessment takes place:

- before buildings are purchased or leased;
- before new plant and equipment is acquired;
- before new or changed systems of work are implemented;
- when work environments are altered;
- before new chemicals and substances are purchased;
- when new information about workplace risks become available;
- when responding to concerns raised by staff or students, contractors or visitors; and
- when required by legislation for specific hazards.

Any activity that involves risks that may lead to death or serious injury must not proceed until suitable controls are in place to reduce the risk.

3. CONTROLS

Once the risk has been assessed, suitable control options must be implemented using the following options (in order of most effective to least effective control method):

- elimination;
- substitution;
- engineering / isolation controls;
- administrative controls;
- personal protection.

4. CORRECTIVE RESPONSES

Corrective responses should occur through:

- hazard and incident reporting;
- incident investigations;
- Health and Safety audits;
- review of Health and Safety policies and procedures following a significant incident; and
- ongoing risk assessments.

5. HEALTH AND SAFETY RISK REGISTER

All identified risks must be recorded on SISTC 's Health and Safety Risk Register. The register should also record the safety risk ratings and corrective responses. This Register is updated by the Health and Safety Committee and is used as a basis for regular reports to senior management and the Board of Directors.

SISTC Housekeeping Procedure

Purpose

Good housekeeping is a basic part of accident and fire prevention. Effective housekeeping can eliminate some workplace hazards and help get a job done safely. Poor housekeeping can contribute to accidents by hiding hazards that cause injuries. Housekeeping is not just cleanliness. It includes keeping work and study areas neat and orderly. The work and learning environment is more than simply furniture placement. The environment of an office includes issues such as cleanliness, order, and maintenance. Effective housekeeping in any work and learning environment is an ongoing operation.

Provisions

The following housekeeping standards are required in any work and/or learning environment under the management or control of SISTC:

- work, classroom, study and storage areas are to be kept neat and tidy;
- walkways and access areas are to be kept free of obstructions;
- electrical cords are not to be placed in areas where they may be subjected to damage or cause a trip hazard;
- rubbish is to be cleared away as soon as possible and placed in correct bins;
- areas shall only be used for purposes for which they are intended;
- material stored in open areas shall be stored in a tidy manner and in appropriate containers;
- vehicles shall be parked only in authorised parking places;
- aisles, walkways, corridors, staircases, doorways, entrance halls, foyers, and exits shall be unobstructed, and free from slipping or tripping hazards, and combustible materials;
- access to safety and fire-fighting equipment shall be unobstructed;
- there shall be arrangements for routine cleaning, tidying, and inspection of all areas, including amenities;
- exit signs and other relevant safety signs must be visible from any defined walkway.
- sufficient lidded trash containers are to be located in kitchens, staff lounges, break rooms, and other locations where food is consumed;
- the contents of refrigerators and cupboards are to be checked each week and unwanted food items removed;
- toilets are to be cleaned each day they are used. Tissue, soap, and paper towels are to be available in adequate supplies;
- cleaning supplies shall be clearly marked and stored in spill-proof containers.

Plant Policy

Purpose

SISTC is committed to ensuring that, as far as is reasonably practicable, it meets duty of care responsibilities set out in relevant regulations, compliance codes, and Codes of Practice for plant.

Provisions

It is the aim of SISTC to protect their employees' safety from hazards arising from plant and systems of work associated with plant by:

- ensuring that hazards associated with the use of plant in the workplace are identified and risks to health and safety are assessed and controlled;
- having as the major goal the elimination of the risk, and where this is not practicable, minimise the risk to health and safety arising from the plant to the lowest possible level.
- ensuring that all plant is designed, manufactured, installed and commissioned, maintained and used with the safety of employees as paramount.
- maintaining all relevant documentation such as:
 - manufacturer's instruction, operation booklets;
 - risk assessment of the plant;
 - maintenance log;
 - records of any modifications/improvements and their impact on the risk assessment of the plant.
- the relevant information will be freely available to all SISTC employees with adequate training being provided on operating the plant and equipment to those employees whose duties require them to work the plant, and to their immediate supervisors.
- all plant and equipment for which registration certificates are required by legislation or regulation will be obtained and kept up to date.
- the control of any identified hazards will follow the hierarchy of control and be used in designing work practices and procedures.

The purchase of any items of plant and equipment will be planned and coordinated i.e. going through the company procedures for capital expenditure. Where SISTC imports plant from overseas, either new or used, the company will ensure that information relating to the risk assessment of the plant is also obtained. SISTC will not accept any plant unless the risk assessment information is available.

SISTC Work Cover Register of Injury Form

NAME OF OCCUPIER

ADDRESS

.....

DATE Date of entry:.....Date of injury:

INJURED Surname:

PERSON

Given Names:

Address:

.....

Age:Years, Sex:M / F, Married Single:

INJURY Nature of Injury:

Part of Body:

ACCIDENT Date:Time:am/pm

DETAILS

Workplace Location:

.....

How it Happened:

.....

Time Lost:Days:Hours:

ENTRY

Injured Employee's Signature:

DETAILS

By other than injured employee -

Agent's Name (please print):

Agent's Signature:

FURTHER

.....

INFORMATION

.....

Note: The workplace occupier is the registered trading name of the company.

The address is the actual address of the premises at which the worker is employed.

SISTC OHS Induction Check List

Person Inducted:Date:/...../.....

Induction Given By:

Key Items To Be Covered Include:

- Agency/Host Employer OHS Responsibilities **√ Each Topic Completed**
- Accident Investigation Process
- Blood borne Pathogens
- Bullying and Violence
- Chemical Hazards
- Emergency Procedures
- Student/Employee OHS Responsibilities
- Electrical Safety
- Fire Safety

- Fitness for Work/Student Support

- First Aid Treatment

- Hazard/At-Risk Activity Reporting

- Health and Safety Rules

- Housekeeping and Access

- Manual Handling

- OHS Consultation

- OHS Issue Resolution Procedures

- Personal Protective Equipment and Clothing

- Safety Policy

- Safety Training

- Smoking

Other OHS Issues:

- Amenities

- Position Requirements

- Site Specific Induction Procedure

Signature of Inducted Employee/Student:

SISTC OHS Consultation Procedure

Scope and Purpose

This procedure sets out the system for enabling all employees of SISTC to be effectively involved in workplace health and safety issues – relating to SISTC. The procedure intends to ensure that SISTC will, so far as is reasonably practicable, consult with and involve employees, and/or their representatives, in decisions regarding health and safety.

The OHS consultation process within SISTC will meet all relevant OHS legislative requirements.

Consultation on health and safety issues will, so far as is reasonably practicable, include independent contractors and their employees engaged by SISTC where SISTC has effective control regarding health and safety.

Consultative Arrangements

The SISTC Health and Safety Committee is the primary consultative mechanism for:

- identification and assessment of hazards and risks.
- decisions concerning hazard and risk control measures.
- the adequacy of welfare facilities.
- procedures for resolving health and safety issues.
- procedures for consultation on health and safety.
- monitoring employee health and workplace conditions.
- monitoring changes to the workplace, plant, substances, things used, and conduct of the work, that may affect employee health and safety

SISTC will ensure, as far as is practicable, that relevant health and safety information relating to the minimal scope of consultative issue set out above is provided to employees, particularly through the forum of consultative meetings.

Managers will facilitate consultation by regularly meeting with employees, or discussing with individual employees, or their representatives, to enable health and safety issues, to be discussed.

SISTC will take into account the views of employees when making decisions. Where possible, decisions involving health and safety issues will be made through consensus.

SISTC OHS Issue Resolution Procedure

Purpose

This Procedure describes the system for enabling all SISTC employees to effectively resolve all health and safety issues – related to the SISTC work and learning environments– as they arise.

The procedure intends to ensure that all valid risk issues are suitably addressed through discussion between employees and management. The OHS issue resolution process within SISTC will meet all relevant OHS legislative requirements.

Issue Resolution Steps

Whenever it is possible for an affected employee to rectify the risk issue or situation the affected employee will take the appropriate immediate actions they are able in order to rectify the situation. This includes any risks/hazards reported by students.

If the matter is not able to be resolved independently the affected employee will raise the issue with their immediate Supervisor. The Supervisor will ensure that all employees who are affected by the issue are identified and that the issue is discussed with them.

If the issue is not resolved the discussion of the issue will continue between the affected employees, the Supervisor, and the Manager (or representative nominated by him/her).

Decision Feedback

Any issue referred to a Supervisor will require that he/she ensure that either a progress report or a decision on the issue is communicated to the affected employee(s), within 7 working days of the issue being first discussed.

Any issue involving the participation of (or requirement to be referred to) the Manager will require that Manager (or representative nominated by him/her) to ensure that either a progress report or a decision on the issue is communicated to the relevant Supervisor within 7 working days of the issue first being discussed between the Supervisor and affected employee(s).

Any issue referred to a Supervisor will have a decision finalised by the Supervisor and/or Manager (or representative nominated by him/her) within two months of the issue first being raised.

Employee Appeal

An employee who raises an OHS issue is able to appeal against the decision made. The ground for any appeal is the justified belief by the affected employee that the issue has not been suitably understood by either the Supervisor or Manager (or his/her nominated representative) in their decision.

Once the Supervisor or Manager (or his/her nominated representative) has communicated their decision to the affected employee(s) the employee who raised the issue must appeal the decision within 7 days. An affected employee will not be able to appeal against a particular issue more than once.

SISTC Health and Safety Rules

The following rules are applicable in all SISTC work and learning environments:

1. Students and employees are to report all unsafe conditions and equipment to their immediate lecturer/supervisor;
2. Students and employees are to report immediately all accidents, injuries and illnesses to their immediate lecturer/supervisor;
3. Materials and equipment are not to be stored against doors or fire-fighting equipment;
4. Work and learning areas are to be maintained in a neat and orderly manner;
5. Cleaning solvents and flammable liquids are to be stored in appropriate containers, suitably labelled, and kept lidded.
6. Solutions that may be poisonous, or are not intended for consumption, are to be kept in suitably labelled containers.
7. Approved personal protective equipment will be worn as directed by an immediate lecturer/supervisor.
8. Excessive noise exposure is to be avoided.
9. Employees are to beware of electrical hazards.
10. Horseplay, running and practical jokes are prohibited on the premises.
11. No smoking is allowed in any buildings. Smoking is permitted in relevant designated areas only.
12. Possession of alcohol within any workplace is strictly forbidden.
13. Use of mobile telephones whilst operating any equipment or when working at height is prohibited.
14. Access to fire exits, fire hoses, and fire extinguishers is not to be obstructed at any time.

SISTC OHS Inspection Procedures

Introduction

Hazard inspections are inspections of the work and learning environment that provide a snapshot in time of the hazards and issues identifiable on the day. Hazard inspections are best conducted by a combination of students, managers and non-managerial employees. As well as using observation and experience as the key tool, conversations with employees and students can sometimes more easily assess ergonomic and psychological hazards and issues. Hazard inspections are a direct and useful way of evaluating the effective implementation of the OHS management system. The OHS audit is a more specialised and detailed way of doing this.

Implementation

A monthly inspection will be implemented to identify hazards and OHS issues in any work or learning environment under the control or management of SISTC. SISTC will nominate which manager(s), in consultation with the Health and Safety Committee, will conduct the inspection. Persons responsible for rectifying hazards and issues will be identified and notified.

These inspections will include:

- random scheduling of the monthly inspections.
- a standardised inspection circuit.
- use of an inspection checklist that includes critical (i.e., “worry”) items.
- discussions with various employees and students.
- recording of identified hazards and issues that cannot be immediately rectified.
- annual review of OHS checklists, or a review if significant changes occur.

Records of these hazard inspections will be retained and reviewed by management of SISTC.

Review

SISTC’s Workplace OHS Inspections Procedure is reviewed every two years, or sooner as determined by the Board.

SISTC Contractor Evaluation Form

This form is to be completed by Contactors when tendering for work or when being considered for inclusion on the Register of Approved Contractors. All additional information not requiring a yes or no answer should be included as an attachment. It is a requirement for Contractors to demonstrate competence and provide sufficient information to satisfy the Management of SISTC that they have an effective Health and Safety Management System in place.

Name of Company/Contractor:

Work being tendered for:

Signature and Date:

Do you have a Health and Safety Policy in place? YES NO

(Attach a copy.)

Have you and/or your employees been provided with health and safety training? YES NO

(Provide details.)

Do you periodically conduct audits of your work practices and the workplace? YES NO

(Provide details.)

Do you perform regular preventative maintenance on equipment that you intend to use as part of this contract? YES NO N/A

When were your portable electrical power tools and extension leads, that will be used as part of the contract, last inspected?

What chemicals do you intend to use as part of the contract? (Attach an extract of your register of chemicals.) N/A

Do you have a material safety data sheet for each chemical? YES NO N/A

Will you be operating or using plant that require certificates of competency to use or operate? (Provide copies of all certificates of those employees who will be using or operating plant.) YES NO

Do you have or use any of the following?:

- Health and Safety Representatives YES NO

- Health and Safety Personnel YES NO

- Health and Safety Consultant (Provide details.) YES NO

Do you have any procedures for accident investigation and reporting? YES NO
 (Provide details.)

Do you have any other relevant health and safety policies or procedures? YES NO
 (Provide details.)