



WORKPLACE HEALTH AND SAFETY POLICY

Australian Institute of Management - Qld & NT

Overview of Policy

The Australian Institute of Management – Qld & NT (AIM) is committed to ensuring a safe and healthy working and learning environment for workers, students and visitors in accordance with its legislative obligations.

To achieve this, AIM is:

- *Committed to an injury management system aimed at the early and safe return to work of injured workers, in accordance with its legislative obligations.*
- *Committed to regular occupational health and safety (OHS) consultations with workers and their representatives and, where necessary with contractors and suppliers of equipment and services, to ensure that occupational health and safety management is of the highest standard.*
- *Committed to implementing a range of strategies and programs available to workers to support their health, safety and wellbeing and the return to work of ill or injured workers, including ensuring training and instruction is provided to workers commensurate with their roles and responsibilities to enable them to comply with this policy.*
- *Committed to ensuring there are systems and procedures in place to ensure the implementation of this policy.*

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Purpose

The purpose of this policy is to ensure that AIM has a comprehensive OHS management system in place which is consistent with the applicable OHS legislation.

Scope

This policy applies to all AIM workers and any visitors, volunteers and contractors, while they are visiting or conducting business for AIM at the various AIM locations.

Principles

AIM's OHS policy involves implementing OHS measures to ensure a safe and healthy working and learning environment.

This policy is in accordance with the *Workplace Health and Safety Act 1995* (Qld), the *Workplace Health and Safety Regulation 2008* (Qld), the *Workplace Health and Safety Act 2008* (NT) and the *Workplace Health and Safety Regulation 2008* (NT) and all relevant codes of practice.

Where relevant this policy should be read in conjunction with following AIM policies: Fire and Emergency Evacuation Procedure, Workplace Rehabilitation Policy and Procedure and Security Policy and Procedure.

Responsibilities

AIM will ensure as far as reasonably practicable that all AIM workers and visitors to AIM are not exposed to a risk to their health or safety. AIM notes that the following OHS obligations rest with them as the employer, according to the relevant legislation:

- An obligation to provide and maintain a safe and healthy work environment;
- An obligation to ensure that the health and safety of each AIM employee is never compromised through the actions of the AIM;
- An obligation to ensure workers practise safe methods of using, handling, transporting and storing goods;
- An obligation to identify and assess hazards;
- An obligation to determine and implement appropriate risk management measures;
- An obligation to ensure workers are provided with information and training on how to maintain a safe workplace; and
- An obligation to ensure workers have adequate supervision to ensure the safety of the workplace.

The AIM CEO and the AIM Board will ensure that OHS responsibilities are appropriately defined and that all Managers and Supervisors receive the training and resources they need to carry out their OHS responsibilities competently.

AIM employees also have certain OHS obligations pursuant to the relevant legislation to:

- Ensure they follow all reasonable instructions given by AIM, AIM Management or a Supervisor;
- Ensure that they only use equipment which they have been trained to use;
- Ensure that they wear Protective Clothing when directed or required to;
- Ensure that they do not wilfully or recklessly interfere with or misuse any safety equipment or procedures at the workplace;

- Ensure they do not wilfully injure himself or herself;
- Ensure that any workplace incident or injury is immediately reported to the OH&S Officer;
- Take reasonable care to ensure the health and safety of themselves, and others under their supervision at AIM;
- Ensure they use all provided personal protective equipment (PPE) in accordance with directions, and report when any PPE requires repair, replacement to their Supervisor;
- Ensure they request PPE to be provided by the AIM if they believe they require it to perform their employment duties safely;
- Cooperate with AIM as far as necessary to enable compliance with any requirement under the relevant legislation, including with any reasonable instruction or direction given by Supervisor; and
- Participate in training arranged to support the implementation of this policy.

Procedure

Workplace Health and Safety Officer

AIM will appoint a qualified Workplace Health and Safety Officer (WHSO) for its Queensland offices in accordance with the Queensland legislation. AIM will ensure that all AIM workers are aware of who their WHSO is and the WHSO contact details. Additionally the WHSO name and contact details will be displayed in an obvious place in the AIM offices.

In the Northern Territory AIM may appoint a WHSO to monitor the safety of any AIM workplaces that may be established in this region. AIM notes that pursuant to the Northern Territory Legislation any AIM Executive Director in the Northern Territory is also a WHSO. AIM will ensure that all AIM workers are aware of who their WHSO is and the WHSO contact details. Additionally the WHSO name and contact details will be displayed in an obvious place in any Northern Territory AIM offices that may be established in the region.

AIM advises that the Queensland and any Northern Territory WHSO will perform the following functions:

- Ensure AIM workplaces are safe and do not pose a risk to an employees OHS;
- Conduct inspections of the various AIM workplaces to identify any hazards, risks or unsatisfactory workplace conditions;
- Present written reports to AIM Management and the AIM Board regarding the OHS of various AIM workplaces;
- Investigate an incident or breach of OHS at AIM;
- Report all OHS breaches to AIM and any other appropriate body; and
- Assist in educating AIM workers about OHS and safe practices in the workplace.

AIM is committed to the OHS of each of its workers and as such will assist the WHSO in conducting inspections and provide all necessary and requested information to the WHSO.

Reporting an OHS incident

In Queensland a workplace incident occurs where a person suffers a injury at work, an illness due to work, dies because of a workplace incident, or an incident which results in a dangerous event occurring. If such an incident occurs AIM will notify Workplace Health and Safety Queensland within 24 hours of becoming aware of the incident. If the incident has resulted in the death of an employee AIM will immediately notify Workplace Health and Safety Queensland of the incident.

In the Northern Territory any work related accident resulting in an employee sustaining an injury or in death, or an incident at a workplace which creates a risk of a work-related accident must be reported to the Work Health Authority within 48 hours of the incident occurring.

AIM Procedure for reporting and incident.

1. Workers must inform their Supervisor immediately after an incident has occurred;
2. The Supervisor will then notify the WHSO of the incident;
3. AIM will ensure that the appropriate regulatory body is informed within the specified period of time of the incident;
4. AIM will ensure a formal report will be stored on the worker's file.

Applicable Legislation

Queensland

Workplace Health and Safety Act 1995 (Qld); and

Workplace Health and Safety Regulation 2008 (Qld).

Northern Territory (if applicable)

Workplace Health and Safety Act 2008 (NT);

Workplace Health and Safety Regulation 2008 (NT).