Melbourne Business School
Occupational Health & Safety Policy

1. Purpose

Melbourne Business School, (MBS), has a duty to provide a working environment which is safe and without risk to health and without risk to health, so far as is reasonably practicable. MBS is committed to ensuring its staff, students, visitors and all stakeholders fulfil their responsibilities for safety, health, welfare and rehabilitation in the work place.

2. Scope

This policy applies to all MBS Board Members, staff, students, contractors, visitors and other staff at workplaces under the management and control of MBS.

3. Policy Commitment

MBS is committed to providing a safe and healthy working and learning environment for all staff, contractors, students and visitors. MBS aspires to eliminate all risks to health and safety. MBS assesses and where elimination is not reasonably practicable, to reduce risks to health and safety so far as is reasonably practicable.

4. Objectives

To fulfill these commitments MBS will:

- comply with relevant health and safety legislation;
- actively identify and manage workplace health and safety risks and develop a culture that encourages all staff to do so;
- ensure a health and safety induction is provided for all staff, students, contractors and users of MBS facilities;
- provide sufficient financial and physical resources to ensure the effective implementation of health and safety;
- provide relevant health and safety training for staff;
- establish, maintain and make available a health and safety management system that is consistent with the nature and scale of the School’s operations;
- maintain physical infrastructure, including buildings, plant and equipment in a condition that ensures it is safe to use;
- ensure hazards and incidents are promptly reported, investigated where appropriate, and control measures are implemented to eliminate or minimise the risk of reoccurrence;
- ensure that emergency procedures and plans are in place;
- develop and maintain effective consultative arrangements, to ensure all staff are included in the decision making processes impacting on workplace health and safety;
- ensure the dissemination of health and safety information and instruction to all staff in the workplace;
- define and document Health and Safety Key Performance Indicators for all staff;
- engage qualified and competent staff to ensure the effective implementation of health and safety;
- support the Health and Safety Management Committee in its roles and responsibilities;
- provide an injury management, occupational rehabilitation and return to work procedure;
- establish, maintain and monitor progress towards measurable objectives and targets aimed at the elimination of work-related illness and injury to ensure continuous improvement.

5. Responsibilities

A healthy and safe workplace is the responsibility of all people within MBS, therefore the parties involved in maintaining a safe workplace include:

- Melbourne Business School Board: provide support, guidance and overview to ensure compliance with Workplace Health and Safety legislative requirements.
- Dean and Executive Committee: provide sufficient financial and physical resources to ensure the effective implementation of health and safety.
- Managers: ensure all staff receive the health and safety induction, conduct regular safety inspections, discuss OHS at all meetings.
- Staff and students: Comply with this policy. Take reasonable care for their own health and safety and for others. Co-operate with MBS to identify and report safety and health concerns.
- Occupational Health and Safety Management Committee: review, draft and implement policy and procedures in order to ensure an effective OH&S framework, and other areas as per terms of reference in the Management Committee Charter
- Contractors: Participate in formalised contractor induction training, provide appropriate JSA’s and SWMS upon request and conduct their work in a safe and responsible manner in accordance with this policy
- Users of Melbourne Business School facilities: Participate in induction training and act in a safe and responsible manner in accordance with this policy
- Visitors and members of the public; conduct themselves in a safe manner

6. Relevant Legislation

*Occupational Health and Safety Act 2004 (Vic)*

*Australian Standard 4801 Occupational health and Safety Management systems*

7. General Information:

Approved by  
Marc Flipo: Chief Operating Officer
Responsible for Policy  
Mark Devlin: House Manager
Contact area  
House Department
Commencement date  
10th April 2017
Date approved  
10th April 2017

8. Review Date

Melbourne Business School Commits to Review this Policy in April 2019 (Biennial)