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 presents no risk to health.
MBS is committed to ensuring its staff, students, visitors and all stakeholders are responsible 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:

- identify and maintain compliance within health and safety legislation;
- develop and maintain a culture that encourages all staff to actively manage health and safety risks;
- ensure the provision of a health and safety induction 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;
- actively identify and manage workplace health and safety risks;
- ensure hazards and incidents are promptly reported, investigated where appropriate, and control measures are implemented to eliminate or minimise the risk of reoccurrence;
- ensure the provision of emergency procedures and plans
- 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
• Dean and Executive Committee
• Managers
• Staff
• Students
• Occupational Health and Safety Management Committee
• Contractors
• Users of Melbourne Business School facilities
• Visitors
• Members of the public

6. Relevant Legislation

Occupational Health and Safety Act 2004 (Vic)

Australian Standard 4801 Occupational health and Safety Management systems

7. General Information:

Approved by Zeger Degraeve: Dean and Director
Responsible Policy Marc Flipo: Chief Operating Officer
Contact area House Department
Commencement date 1st January 2014
Date approved 3rd February 2014 (At Exco Meeting)

8. Review Date

Melbourne Business School Commits to Review this Policy in January 2016 (Biennial)