

HEALTH AND SAFETY POLICY

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1. PURPOSE

To outline Morling College's (MC) commitment to providing an environment that promotes and supports health and safety for all members of the Morling Community.

To set out MC's health and safety priorities.

2. DEFINITIONS

The following definitions apply for the purpose of this policy:

Key Term or Acronym	Definition
Corrective action	An action taken to control the risk and reduce the likelihood and/or severity of injury or illness following an incident occurring or a hazard present
Hazard	An object or situation that has the potential to harm a person, the environment or cause damage to property
Health	A state of physical, mental and social wellbeing
HS	Health and Safety
Incident	Any unplanned event resulting in, or having a potential for, injury, ill health, damage or other loss
Injury	Any physical or mental damage to the body caused by exposure to a hazard.
Leadership Team	The senior executives of MC, i.e. the Principal plus currently the Chief Administrative Officer, the Chief Operating Officer, the Vice-Principal (Academic), and the Vice-Principal (Students and Community)

MC	Morling College
Morling Community	Relates to MC staff and students, MRC and Morling Village residents, and all others engaging with MC, including visitors, contractors and volunteers.
MRC	Morling Residential College
Psychosocial Hazard	A hazard that may cause psychological harm (whether or not it may also cause physical harm).
WHS	Workplace Health and Safety

3. SCOPE

- 3.1 This policy applies to all staff, contractors, students and residents of the MC.
- 3.2 Any other member of the Morling Community is obliged to take reasonable care for their own health and safety (HS), and that of others, and to comply with any reasonable instructions provided by MC staff, including information and signage.

4. POLICY STATEMENT

Morling College accepts its moral and legal responsibility to provide an environment that promotes and supports HS for all members of the Morling Community.

MC expects members of the Morling Community to cooperate in maintaining a safe and healthy environment for themselves and others, recognising that good HS is dependent on the attitudes and actions of all in the Morling Community.

5. PRINCIPLES

- 5.1 MC will comply with all HS legislation and other requirements relevant to its locations.
- 5.2 MC will proactively engage with our HS responsibilities and responses.
- 5.3 MC will manage HS risks as part of its risk management processes and in accordance with the *Risk Management Policy*, including maintaining a risk register, to ensure so far as reasonably practicable:
 - 5.3.1 HS hazards are identified and addressed.
 - 5.3.2 Incidents and injuries are reported and investigated.
 - 5.3.3 Psychosocial hazards and risks are assessed and managed.
 - 5.3.4 Emergency plans and responses are maintained and effective.
- 5.4 MC will maintain a cycle of continuous improvement in the development, review and implementation of HS policy documents. These will include:
 - 5.4.1 Critical incident policies and procedures.
 - 5.4.2 Injury and illness response procedures, including first aid procedures.
 - 5.4.3 Evacuation procedures.
 - 5.4.4 Lockdown procedures.

- 5.4.5 Psychosocial policies and procedures.
- 5.4.6 Discrimination, bullying and harassment policies and procedures.
- 5.5 MC will make available and disseminate HS training and/or information to members of the Morling Community, as appropriate to the circumstance(s), so to:
 - 5.5.1 Encourage engagement in the mutual responsibility of HS practices.
 - 5.5.2 Enhance knowledge, awareness and skills in HS practices.
 - 5.5.3 Encourage the use of health support services from those experiencing HS issues.
- 5.6 MC will consult with staff, students and residents on HS matters and maintain representative and consultative structures.

Authorities and Responsibilities

Board

- 5.7 Having primary duty of care to ensure reasonable workplace health and safety, the MC Board will include HS as a regular consideration in meeting agendas, including reviewing policy documents and incidents.

Principal

- 5.8 The Principal has ultimate responsibility for HS management. This includes a commitment to safety, ensuring that staff are able to meet their obligations through the allocation of appropriate resources, such as the provision of appropriate equipment, safe systems of work, information, instruction, training and supervision, as well as the functioning of the WHS Committee.

Chief Operating Officer

- 5.9 The Chief Operating Officer (COO) has delegated responsibility for HS management, including:
 - 5.9.1 Keeping up to date with HS matters.
 - 5.9.2 Promoting a proactive approach to HS, seeking to continuously improve processes and outcomes.
 - 5.9.3 Understanding the HS risks and hazards associated with MC and ensuring these are managed.
 - 5.9.4 Ensuring the recording and reporting of HS matters in accordance with legislative requirements.
 - 5.9.5 Ensuring that relevant policies and procedures are implemented, maintained, adhered to, and reviewed.
 - 5.9.6 Ensuring members of the Morling Community are appropriately trained and resourced in HS matters.
- 5.10 The COO is the designated WHS Officer.

Campus Director

- 5.11 The Campus Director is the delegated WHS Representative of their campus, except where the campus is the primary workplace of the COO.

Staff

- 5.12 MC staff and contractors are responsible for familiarising themselves with and adhering to this and other HS policies and procedures.
- 5.13 MC staff and contractors are responsible to use workplace equipment appropriately.
- 5.14 MC staff and contractors are responsible to take corrective action to eliminate any identified hazards or risks, or potential hazards or risks, in the working environment, or to report those they cannot safely or reasonably correct themselves.
- 5.15 MC staff and contractors are responsible to report incidents, as per relevant procedure, that occur on MC property, whether to themselves or another member of the Morling Community.

Responsibility to Students

- 5.16 The Director of Student Services (DSS) is responsible for ensuring relevant and up to date HS information is disseminated to students.

Responsibility to Residents

- 5.17 The Dean of Residents is responsible for developing and maintaining HS procedures for MRC and Morling Village.
- 5.18 The Dean of Residents is responsible for ensuring relevant and up to date HS information is disseminated to residents (MRC and Morling Village inclusive) on the Sydney campus.
- 5.19 The Campus Director is responsible for ensuring relevant and up to date HS information is disseminated to residents on their campus.

WHS Committee

- 5.20 The WHS Committee is the consultation mechanism through which MC considers broader HS issues.
- 5.21 The WHS Committee reports via minutes to the Board and the Leadership Team.
- 5.22 Refer to the *WHS Committee Terms of Reference*.

6. RELATED DOCUMENTS AND LEGISLATION

Internal

- Critical Incident Policy
- Discrimination, Bullying and Harassment Policy
- Evacuation and Lockdown Policy and Procedures Macquarie Park Campus
- Evacuation Policy and Procedures Perth Vose Campus

- First Aid Policy and Procedures
- MRC Escalation Guidelines 2024
- MRC Evacuation Instructions - All roles
- MRC Semester and Annual Resident Contracts
- Psychosocial Health and Safety Policy
- Risk Management Policy
- Staff Induction Procedure
- WHS Committee Terms of Reference

External

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Act 2020 (WA)
- <https://www.safeworkaustralia.gov.au/>

7. REFERENCES

- Deakin University *Health, Wellbeing and Safety Policy*
- University of Sunshine Coast *Health, Safety and Wellbeing – Governing Policy*
- University of Sunshine Coast *Near-miss, hazard and incident reporting guidelines*

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.00	MC Board	19 February 2024	19 February 2024	Policy created in new format, separating procedures from the previous Work Health and Safety Policy and Procedure. Changed job titles and contact details as necessary. Updated related documents.

Download this policy anew with each use, as it may have changed.