



Health and Safety Policy and Procedures

Holmes Institute (Holmes) aims to protect the health, safety and security of all individuals who are impacted by its activities, as far as reasonably practicable.

Scope

This policy applies to all Holmes Institute Pty Ltd (Holmes) staff and students and applies to activities that are under the management, control or influence Holmes on and off-site.

Principles

Holmes is committed to:

- compliance with all health and safety legislation, standards and other relevant regulatory requirements;
- defining and describing its health, safety and environment expectations, accountabilities, responsibilities, obligations and duties;
- eliminating and reducing work-related hazards, risks, injury and illness; and
- providing a sustainable work and study environment.

To this end, Holmes will:

- Provide and maintain safe working environments that are fit for purpose, and practices that do not constitute risks to health, safety and welfare.
- Actively promote a positive health and safety culture through the development of good practice processes, practices and working systems.
- Train, advice and guide staff and students to be aware of their responsibilities and obligations in respect of health, safety and welfare matters.
- Establish procedures for monitoring compliance with the safety standards and maintain effective control of health and safety measures.
- Undertake audit activities to ensure the efficacy of procedures put in place to ensure the health, safety and welfare of its staff and students.

Procedures

- All staff are responsible for providing a safe campus environment with the Campus Director ultimately responsible, at campus level.
- Notifications of tests undertaken by Holmes are to be displayed in a prominent point with the date and time of the checks outlined to demonstrate ongoing audit and maintenance of utilities.

Identified issues

- Where issues are identified that may affect or affect health and safety and can be easily resolved/controlled, remediation should occur to mitigate risk to people as much as reasonably practicable.
 - The Campus Director should be advised of the issue and the suggested resolution or control to be put in place. The Campus Director is expected to review the recommendation, endorse it and maintain a register of health and safety issues which is presented to the Senior Management Group on a quarterly basis.

- Where a health and safety issue is more complicated requiring a formal, institutional level risk assessment or escalation, refer to Holmes' Risk Management Plan for further guidance about Holmes' risk management process.
- If the health and safety issue is identified as a Critical Incident due to its nature or severity, e.g. sexual assault affecting a student or staff member, reference should be made to the Critical Incident Policy and Procedures regarding the appropriate steps to be taken.
 - Risk assessments will be undertaken by appropriately qualified people and findings and action items reported to the Campus Director for implementation.

Continuous Improvement

- Holmes reviews its Health and Safety assessments annually or when a work activity changes, whichever happens sooner. This ensures that trends are identified to enable the implementation of improvements in Holmes' health and safety management framework.

Related Policies

- Critical Incident Policy and Procedures
- Code of Conduct Policy
- Student Conduct Policy

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Executive Director			
Implementation Officers	Campus Director(s)			
Review Date	November 2021			
Approved by				
Administrative change by Executive Director under a delegation from the Governing Council (Policy Framework Procedures)				
Version	Authored/ Revised by	Brief Description of the changes	Date Approved	Effective Date
1	Dean (Governance & Accreditation)	New Policy (adapted from retired Policy Manual)	7 November 2018	7 November 2018
1.1	Dean (Governance & Accreditation)	Administrative change to specifically reference Holmes commitment to preventing sexual assault and/ or harassment and to outline relevant policy and processes at Holmes to be implemented in the case of concerns or allegations of sexual assault or harassment.	19 February 2019	19 February 2019