

# WHS, Incidents and Emergency

## Work Health and Safety Act 2011

The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by:

- a. protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant; and
- b. providing for fair and effective workplace representation, consultation, cooperation and issue resolution in relation to work health and safety; and
- c. encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment; and
- d. promoting the provision of advice, information, education and training in relation to work health and safety; and
- e. securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
- f. ensuring appropriate scrutiny and review of actions by persons exercising powers and performing functions under this Act; and
- g. providing a framework for continuous improvement and progressively higher standards of work health and safety; and
- h. maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety.

## Work Health and Safety Policy

Mindroom Innovation has a legal obligation to protect all workers, students and visitors from the risk of injury or illness, as far as practicable, while on campus/site or under the instruction of a trainer/assessor including whilst undertaking industry experience.

It is the policy of Mindroom Innovation to maintain an effective Health and Safety Program based on compliance with relevant Acts, Codes, Regulations and Standards. This policy means that:

- Staff members are required to actively participate in, encourage and support workplace health and safety initiatives;
- Individuals are required to report and/or rectify any unsafe conditions that come to their attention.
- Staff members are to ensure that students under their guidance are appropriately briefed and behave in a responsible and safe manner at all times.

Mindroom Innovation will ensure that audits of the company's health and safety activities (including policies, procedures, and other documentation) are carried out regularly, and reviewed at least annually (as part of an annual internal audit). Where necessary, a third party may be engaged to carry out the compliance evaluation to ensure an impartial appraisal of compliance. Officers of the company will ensure that these recommendations are implemented and monitor the workplace to ensure that the implemented controls achieve compliance with the Act.

The commitment of all staff members to the Workplace Health and Safety Program and the elimination or control of workplace hazards is required. Each individual is personally responsible for working in a safe and healthy manner, following safety rules and actively participating in safety training.

Conditions and behaviour at Mindroom Innovation are conducted in accordance with Work Health and Safety Act 2011. Division 4 – Section 28 and 29 of this Act which states:

While at work, a worker [or other person, including students] must:

- a. take reasonable care for his or her own health and safety; and
- b. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- d. co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Mindroom Innovation will not knowingly demand or expect any person to participate in any activity which is beyond their personal capability or is likely to be detrimental to their health, safety or personal wellbeing.

## **Injury and Incident Procedure**

The following procedure applies to incidents related to any employee, contractor, student or visitor of Mindroom Innovation:

- whilst present in any building or facility or on any ground owned, occupied or managed by Mindroom Innovation; or
- in the course of, or as a result of, any occupational, educational, commercial, or activity endorsed by Mindroom Innovation, whatever its location.

An incident means any unplanned event that causes, or has the potential to cause, an injury or illness and/or damage to equipment, buildings, plant or the natural environment. Incidents range from near-miss incidents to serious incidents and emergencies.

A serious incident: means an incident which results in:

- the death of any person; or
- a person requiring medical treatment within 48 hours of being exposed to a substance; or
- a person requiring immediate hospital treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for:
  - amputation;
  - serious head injury;
  - serious eye injury;
  - separation of skin from underlying tissue (for example de-gloving or scalping);
  - electric shock;
  - spinal injury;
  - loss of bodily function; or
  - serious laceration.

It also includes dangerous occurrences which seriously endanger the lives or the health and safety of people in the immediate vicinity. Such dangerous occurrences include:

- collapse of a building or structure;
- implosion, explosion or fire;
- escape, spillage or leakage of substances.

An injury or illness covers any injury or illness incurred by any person whilst present on Mindroom Innovation sites, and any illness which is thought to be in some way related to the RTO. It includes the recurrence or aggravation of any pre-existing injury or illness.

A minor injury or illness is an injury or illness that only causes discomfort or short-term pain, has no lasting effect, has no foreseeable potential to worsen, and was caused by trivial and isolated causes. Typical examples include paper cuts, small bumps and bruises, minor scratches, temporary headaches or indispositions, etc. Employees, students, contractors and visitors must report all incidents as soon as possible:

- employees and contractors must report incidents to the Site Manager;
- students and visitors must report them to the supervising staff member; and

Staff members to whom an incident has been reported must follow the instructions shown in the following sub-sections.

## **Serious Incidents**

You must immediately contact the Site Manager and complete an injury report to the Human Resource Manager within 24 hours of the incident.

All injuries and illnesses other than minor

- Ensure that the injured person has been cared for;
- Organise prompt first-aid treatment.
- advise the Student Registrar within one working day preferably by providing them with a copy of the incident report form and ensure the form is completed and signed.

## **Near miss incidents with potential to be serious**

Complete an incident report form within two working days of the initial report, noting the degree of severity.

## **Emergency**

All staff and students are advised in emergency procedures at orientation and via information displayed throughout the campus. Firefighting must always be secondary to safety. Circumstances will dictate if firefighting should be attempted. While small fires can be dealt with quickly, the safe evacuation of all people is the primary concern. All outbreaks of fire, however small, or any suspected fire should be reported immediately to the fire service, by the quickest means available. The high executive officer will assume control of the situation and control the evacuation. Evacuation is the first priority.

Other executive officers will assist with the evacuation and ensure, with trainers assisting, that all evacuated personnel move quickly to the allocated assembly area and are accounted for, using attendance records and trainer timetables or sign in sheets. RTO officers are also responsible for taking the first aid kit in case it is needed. Following evacuation, it is the responsibility of the high executive officer to assess the severity of the fire and ensure that the fire service is called without delay. The call may be made by any responsible person.

## **Assembly Point**

The assembly point for the campus is displayed throughout a sign located near all exits and will be shown to students