



# Australian Guild of Music Education

## Occupational Health & Safety Policy

Governing authority	Governing Board
Responsible officer	CEO
Endorsed	Higher Education Committee 08/02/2018
Date of approval	12/02/2018
Date of effect	12/02/2018
Review date	02/2021

### 1. Purpose

This policy is designed to promote a safe and healthy working and learning environment for AGME's higher education operations. It aims to ensure the health and safety of all members of the AGME higher education community.

### 2. Scope

This policy applies to all AGME higher education committee members, staff, students, and volunteers. Contractors and visitors associated with AGME's higher education operations are also expected to comply with safe working practices in line with this policy. The policy and procedures align with wider organisational OHS management and procedures.

### 3. Policy principles

This policy reflects AGME's commitment to higher education staff and students as set out in the AGME Strategic Plan and AGME Teaching and Learning Plan. It reflects AGME's commitment to take all reasonable steps, consistent with the nature and scale of its operations, to ensure safe working and learning environments and to comply with the Work Health and Safety Act and other applicable standards.

Under this policy:

- AGME is committed to health and safety management that eliminates or minimises risk of injury or illness to people associated with AGME's operations



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- AGME engages with members of the AGME community to promote safe working and learning environment practices and procedures, and to foster a culture that encourages all staff and students to actively manage health and safety risks
- AGME actively and systematically identifies and manages risks and hazards, and implements controls to eliminate or minimise the risk
- AGME disseminates health and safety information and instruction to all staff and others in the work and learning environment – it defines, documents and communicates health and safety responsibilities and reporting requirements
- AGME promptly reports hazards, incidents and injuries, investigates where appropriate, and implements control measures to eliminate or minimise the risk of recurrence
- AGME monitors and evaluates its performance in relation to health and safety
- AGME staff and students participate in consultation and decision making processes on health and safety matters affecting their health at work and study
- All people associated with AGME's operations are expected to take practical measures to ensure a safe and healthy working and learning environment for themselves and others.

### 4. Definitions

Hazard - a source or a situation (including dangerous occurrences and systems failures) with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

Incident - an unplanned event (including dangerous occurrences and systems failures) resulting in, or having a potential for injury, ill health, damage or other loss.

Manual handling: any activity requiring the use of force to lift, push, pull, or carry.

### 5. Procedures

The following procedures and guidance apply in relation to health and safety.

1. Occupational Health & Safety representatives: AGME will have in place health and safety representatives to consult with and provide advice to management on work activities and practices whenever practicable.
2. Emergency procedures: emergency procedures are in place and visible in AGME campus buildings and rooms. This includes information on alert systems, evacuation procedures and assembly points. AGME will periodically test the emergency procedures system.
3. Critical Incidents: all staff and students should refer to the Critical Incident Policy and associated procedures that cover the immediate actions to be taken in the event of a critical incident and any follow up required. Students involved in an incident or hazardous situation during class or anywhere on the campus must report the incident



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as soon as possible to a staff member, if none were present. An Incident Report Form should also be completed as soon as possible.

4. Personal safety: AGME will provide information to staff and students to promote personal security and wellbeing on campus and online. This includes the provision of security numbers, which staff and students are advised to store in their mobile phones. All staff and students are encouraged to take personal security measures (e.g. walking in well lit areas, access to means of communication, informing others of their expected arrival time at destinations).
5. First-Aid: First Aid Kits and ice packs are made available in all buildings (on each level where applicable) and are regularly monitored and replenished by AGME /OHS staff. AGME vehicles also contain a first aid kit. Signage around campus provides contacts and names of staff who have a first aid qualification and will be able to assist with a first aid related incident. Staff cannot provide painkillers or any other forms of medication to students.
6. Manual handling: Work Safe Victoria's [Code of Practice for Manual Handling](#) provides practical guidance for manual handling. Staff and students need to assess what they can and cannot assist with, taking into account any past injuries. This includes moving and managing large instruments and performance equipment, and moving furniture. AGME encourages and facilitates the use of professional movers and assistance where appropriate.
7. Smoking: AGME is a smoke free environment. Smoking is not permitted directly outside buildings and staff and students are advised to move 4 metres beyond the campus grounds. Smoking is not permitted in AGME vehicles or within the immediate vicinity of AGME off-campus meetings/events/performances.
8. Alcohol and drugs: Staff must not attend work (including off site) impaired by alcohol and/or other drugs. Students shall not use, distribute, sell, be in possession of or impaired by alcohol and/or other drugs while on AGME premises or at AGME related events. The use, sale or possession of alcohol may be permitted by AGME for specific events, by exception. Staff members who are under medical supervision for the taking of prescription drugs, which may inhibit or restrict the performance of their normal duties (e.g. drowsiness while driving), should make their supervisor aware of their situation.
9. Physical office and desk environment: Work and study areas must be maintained in a safe, clean and tidy state. AGME will provide OHS information for office desk, chair and computer set up and use, and will facilitate ergonomic assessments and equipment where requested and/or make the option of an assessment available on a periodic basis. AGME will arrange an inspection of the physical space annually, or more frequently where considered necessary, to assess the general condition of the buildings and maintenance needs. Staff can make requests to AGME staff for maintenance and repairs to the office environment, and to arrange skilled tradespeople to carry out the work. Staff and students must not attempt to make repairs themselves.



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10. Bullying, discrimination and harassment: refer to the Anti Discrimination Policy.
11. Systematic risk and hazard management: AGME identifies, documents and mitigates risks through systematic processes established under its risk management policy and procedures. Corporate/OHS staff periodically inspect, review and monitor potential hazards in the work and learning environment, and/or engage the services of an external agency to assist with hazard identification and management.

### 6. Implementation and Monitoring

All staff, volunteers and students have a duty to take care of their own health and safety, and the safety of others affected by their actions or failure to act at work. They should:

- Comply with safe work practices, and take reasonable care for self and others, with the intent of avoiding injury to themselves and others or damage to equipment
- Wear personal protective equipment and clothing where necessary
- Comply with any direction given by management for health and safety
- Not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents on the job at the earliest opportunity, no matter how trivial
- Report all known or observed hazards, dangers or near accidents to their supervisor or AGME staff
- Contribute any suggestions for realising health and safety objectives to create and maintain a safe working environment.

The CEO is responsible for leading and monitoring the effective implementation of this policy. The CEO and other staff where relevant, will:

- Facilitate information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- Commit to consulting with workers in all matters impacting health and safety in the workplace
- Monitor, inspect and where necessary improve health and safety practices and environmental practices.

Reports on OHS incidents, hazards and general performance will be made to the Governing Board and Higher Education Committee on an annual basis.

### 7. Accountability

The Higher Education Committee has responsibility for the approval and implementation of this policy.

### 8. Review

This policy will be reviewed every 3 years by the Governing Board and Higher Education Committee or other times as considered necessary.