

Workplace Health and Safety Policy

1. THE POLICY

Leo Cussen Centre for Law believes all employees and Graduates have the right to a workplace that is, as far as practicable, safe and without risk to health. While managing OHS is a management responsibility, employees, Graduates, contractors and visitors all have a role to play in achieving a safe and healthy work and learning environment.

As part of their role in achieving a healthy and safe workplace, employees will be provided with a genuine opportunity to participate in decisions on matters with the potential to affect their health and safety.

The management of Leo Cussen Centre for Law will implement strategies in line with OHS legislation aimed at continuously improving the health and safety of the working environment. Information, instruction and training will be provided to enable all employees to carry out their responsibilities and effectively participate in the OHS program.

Everybody at Leo Cussen Centre for Law has a personal responsibility to work safely and to ensure that no other person's health or safety is affected by any action they take. Management, employees, Graduates and contractors recognise that no task is so important that time cannot be taken to find a safe and healthy way to work.

2. PURPOSE

To provide a workplace which is, as far as practicable, safe and without risks to the health of every person working in or visiting that workplace and learning environment.

3. SCOPE

This procedure applies to all Leo Cussen Centre for Law employees, Graduates, contractors and visitors who are employed at or who study at or visit the Leo Cussen Centre for Law at Level 15 & 16, 15 William Street, Melbourne.

4. RESPONSIBILITIES

Management is responsible for:

- understanding and complying with the Leo Cussen Centre for Law OH&S policy, procedures and legislative requirements relevant to the activities of Leo Cussen Centre for Law
- communicating with employees, Graduates, contractors and visitors and health and safety representatives regarding hazards in the workplace and learning environment
- causing to be held and participating in programs to improve risk management including health and safety in the workplace and learning environment
- engaging appropriate resources to enable observance of all relevant legislation and to minimise risk exposure
- causing the review of any serious or fatal accidents or near misses and to support remedial actions
- responding in a timely manner to any risk to health or safety brought to their attention.

Employees and contractors are responsible for:

- taking reasonable care for their own safety and the health and safety of anyone who may be affected by their actions in the workplace and learning environment
- understanding and complying with the Leo Cussen Centre for Law OH&S policy and procedures

- participating in all training and risk assessments in the workplace and learning environment regarding OH&S
- communicating with management regarding any risks to health or safety in the workplace and learning environment.

Visitors to Level 15 & 16, 15 William Street, Melbourne are responsible for:

- taking reasonable care for their own safety and the health and safety of anyone who may be affected by their actions in the workplace
- complying with any Leo Cussen Centre for Law OH&S policy or procedure brought to their attention
- communicating with any Leo Cussen Centre for Law employees regarding any risks to health or safety in the workplace and learning environment

All Graduates are responsible for:

- taking reasonable care for their own safety and the health and safety of anyone who may be affected by their actions in the workplace and learning environment
- understanding and complying with the Leo Cussen Centre for Law OH&S policy and procedures,
- communicating with any Leo Cussen Centre for Law employees regarding any risks to health or safety in the workplace and learning environment.

5. PROCEDURE

5.1 Identification of a Risk – All Employees, Graduates and Contractors

All persons in the workplace are to identify and bring to the attention of management any risk to health and safety in the workplace and learning environment such as (but not limited to):

- any heavy lifting required
- the existence of any objects or substances which may cause a hazard in relation to moving around the workplace and learning environment
- any noise, odour or emissions which may cause a risk to health
- any incorrect use of equipment
- any faulty or dangerous equipment
- any part of in Level 15 & 16, 15 William Street, Melbourne equipment or any machine in need of maintenance or adjustment
- any procedure or work requirement in in Level 15 & 16, 15 William Street, Melbourne which may cause a risk to health and safety
- any behaviour by persons in in Level 15 & 16, 15 William Street, Melbourne likely to affect the health and safety of any other person

5.2 Management to Assess Risks

Management is to regularly (and at least once every year) conduct a risk assessment of the Leo Cussen Centre for Law premises and equipment.

5.3 Assessment of the Situation

Management will, as soon as reasonably practicable, assess the risk to health and safety of any person in Level 15 & 16, 15 William Street, Melbourne arising from a hazard or risk brought to their attention by any member of employees or identified by them during a risk assessment.

If management finds the risk to be an immediate threat to health and safety, management will take all appropriate steps immediately to minimise or eliminate the risk.

If management finds the risk to not be an immediate threat to health and safety, management will take all appropriate steps to minimise or eliminate the risk within a reasonable period of time.

5.4 Consultation with Employees

Management will consult with the employees involved in the risk situation regarding the minimisation or elimination of the risk and ensure that the employees are reasonably satisfied that all appropriate steps have been taken.

5.5 Access to Level 15 & 16, 15 William Street, Melbourne Premises

No contractor or visitor shall have access to Level 15 & 16, 15 William Street, Melbourne premises beyond the reception desk without first notifying reception and without being accompanied by an employee. Refer also to the Leo Cussen Centre for Law Office Security Policy.

5.6 Notification of Policy and Procedures

All employees, Graduates and contractors shall be made aware by management of the contents of the policy and procedures of Leo Cussen Centre for Law in relation to OH&S and of any changes to that policy and procedures which may occur from time to time. The policy and procedures may be viewed at any time on the Leo Cussen Centre for Law network.

5.7 Training

All employees, Graduates and contractors are to attend training in relation to OH&S when required by management to do so.

5.8 Accident Procedure

Where an accident or a near miss has occurred in Level 15 & 16, 15 William, Melbourne, all employees, Graduates and contractors are to report this event to management immediately.

5.9 Post Accident Procedure

On notification of an accident or near miss ('Incident'), management will take steps to investigate the incident and to take appropriate action, including the debriefing of employees, Graduates and contractors involved in the incident. Debriefing and counselling are appropriate post-incident strategies for the management of a significant incident. Participation is voluntary, however, it is the responsibility of management to assess the effect of any incident on employees, Graduates and contractors and to take appropriate action to provide support where required. Where it is considered appropriate, Leo Cussen Centre for Law will make information on counselling or support services available to a visitor who may have been involved in a significant incident.

5.10 This policy was approved by the Management Committee of the Leo Cussen Centre for Law on the 31st day of July 2007 and amended on 16 January 2016.