

Work Health & Safety Policy

Policy Number	PCP027 (Version 6.2 Draft)
Approving Authority	Executive Team (ET)
Date Implemented	May 2017
Date of Last Review	March 2023
Date of Next Review	January 2024
Responsible Officer	Chief Financial Officer
Related Policies, Procedures and Documents	PCP001 Grievance Resolution Policy PCP006 Code of Conduct PCP007 social media Policy Work Health & Safety Documentation

1. DEFINITIONS

WHS	Work Health & Safety.
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PCBU	A 'person conducting a business or undertaking' is a broad term used throughout work health and safety legislation to describe all forms of modern working arrangements, which we commonly refer to as businesses.
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Health	Means physical and psychological health.
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HRCW	High Risk Construction Work as prescribed by the WHS/OHS Regulations.
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Officers	An Officer within the meaning of section 9 of the Corporations Act 2001 of the Commonwealth other than a partner in a partnership.
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Worker	A worker is a person who carries out work in any capacity for a business or employer or 'person conducting a business undertaking'. They can be:
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- An employee.
 - A trainee, apprentice, or work experience student.
 - A volunteer.
 - An outworker.
 - A contractor or sub-contractor.
 - An employee of a contractor or sub-contractor; or
 - An employee of a labour hire company.
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ET NIDA Executive Management Team - Officers of the PCBU.

ASNZ/ISO45001 Australian and International Standard for Health & Safety Management Systems & their continual improvement.

Other Persons A person at a workplace who is not employed to be there. For NIDA this may include:

- Students.
- Guests.
- Visitors; and
- General Public.

2. SCOPE

NIDA recognises its duty and obligation to maintain a healthy and safe working environment and will ensure that health and safety remains at the forefront of everything we do at the workplace, or in the communities in which we operate.

The NIDA WHS Policy applies to:

- All NIDA workers, (whether fulltime, part time, temporary or casual);
- All persons performing work/s on behalf of NIDA (including sub-contractors, contractors, consultants, or volunteers);
- All Students, either enrolled or visiting; and
- All NIDA workplaces, where workers, students or other/s are representing NIDA.

3. WHS POLICY

Work health and safety principles underpin our institutions values ; these principles are integrated into every decision we make.

The National Institute of Dramatic Art is committed to complying with the Health and Safety

Acts of all Australian States and Territories in which we operate. These are:

- Model Work Health and Safety Act – Safe Work Australia – 14 April 2022
- Work Health and Safety Act 2011 – Queensland
- Work Health and Safety Act 2011 – New South Wales
- Occupational Health and Safety Act 2004 – Victoria
- Work Health and Safety Act 2012 – South Australia
- Work Health and Safety Act 2020 – Western Australia
- Work Health and Safety Act 2012 – Tasmania
- Work Health and Safety Act 2011 – ACT
- Work Health and Safety (National Uniform Legislation) Act 2011 – NT

NIDA must provide a safe and healthy working environment and safe working conditions. This includes providing and maintaining inclusive workplaces that mitigate risk to physical and psychological health and safety. This will be achieved by NIDA management and workers, working together to plan for the identification and management of hazards, risks, and opportunities, and by following the WHS programs and procedures.

NIDA leaders shall demonstrate their commitment to continually improving working conditions for the prevention of physical and psychological work-related injury and illness by:

- Supporting leaders to pursue WHS excellence at all levels and functions of NIDA for the prevention of injury and ill health;
- Identifying WHS hazards, assessing risks and implementing programs to eliminate or mitigate the impact of workplace risks, and continually improving our safety performance;
- Measuring WHS performance against established objectives and reporting the results to our stakeholders;
- Meeting or exceeding applicable regulations, legal requirements, institutional standards, students' needs and voluntary commitments;
- Ensuring collaboration and effective communication among all our employees, students, contractors, and service partners;
- Attracting the industry's top WHS professionals, who make a meaningful impact within our organisation;
- Developing, implementing and promoting effective WHS training programs and providing physical and financial resources; and
- Encouraging consultation, participation and open communication in matters that affect our health and safety whilst we are at work.

4. OBJECTIVES

To be an industry leader in safety performance, NIDA shall:

- Provide and maintain specific health and safety and wellbeing systems that are designed to identify hazards, assess risks, and implement effective controls to eliminate or minimize risks associated with our activities;
- Provide training, information, and work instructions to enable workers, students, and management to understand their WHS duties and to perform their work in a safe and healthy manner;
- Establish work groups and provide a forum that actively promotes consultation and involvement of all workers in the achievement of the company's health and safety objectives;
- Manage incidents through an appropriate and timely response to each actual incident immediately after it occurs effective, return to work plans, thorough investigation, and ensuring timely corrective and preventative actions are implemented and monitored to prevent recurrence;
- Provide sufficient and suitable resources to achieve the organisation's safety objectives;
- Partner with sub-contractors who share and are committed to the same safety principals as NIDA;
- Partner with external workplace health and safety experts; and
- Maintain, monitor, and review our Workplace Health & Safety Management System (WHSMS) in line with the relevant standards.

5. ROLES AND RESPONSIBILITIES

NIDA shall ensure that the responsibilities and authorities for relevant WHS roles within the management systems, are assigned and communicated at all levels and functions, and are maintained as documented information in the relevant job or role descriptions. Managers and workers at each level of the organisation shall assume responsibility for those aspects of the WHS Management System over which they have control.

All workers, students and others have a responsibility to ensure the safety of themselves and others that may be impacted by their activities and are required to comply with all reasonable WHS instructions and set a good safety example.

5.1 NIDA Board and Executive Team

NIDA's Board of Directors and Executive Team may be considered 'Officers' under the Work Health and Safety Legislation, and are ultimately responsible for:

- Ensuring NIDA meets its primary duty of care obligations as a person conducting a business or undertaking (PCBU);
- Ensuring effective resourcing and implementation of NIDA's Work Health & Safety Policy and Program;
- Provide and integrate a robust and reputable WHS Management System that aligns

with legislative and operational requirements;

- Ensuring compliance with applicable NIDA policies, minimum standards, and procedures;
- Maintaining information and records relating to WHS issues;
- Empowering employees to participate in the promotion and consultation of WHS issues through NIDA's Work Health and Safety Committee and other relevant channels at NIDA;
- Providing the leadership necessary to raise an organisation-wide culture of safety;
- Clearly outline expectations and accountabilities across the organisation and empower leaders and employees to play an active role in maintaining a safe and healthy workplace;
- Ensuring there is appropriate planning, development, implementation and monitoring of work, health and safety specific to the needs of NIDA; and
- The NIDA Executive Team is responsible for notifying the work health and safety regulator, SafeWork NSW, of certain 'Notifiable Incidents' at work. Notifiable Incidents typically include work-related death, injury, illness, or dangerous incidents or near misses.

5.2 NIDA Managers

NIDA managers, including but not limited to leaders, heads of departments, coordinators, supervisors, and teaching staff (or others with responsibilities for student welfare), in addition to their duties as 'workers' under the WHS legislation, are responsible for the health and safety of themselves and others under their direction, or when others are entering an area under their control.

Managers are responsible for:

- Promoting a culture of shared responsibility and ownership relating to reporting and addressing health and safety risks;
- Ensuring hazards and risks are identified, assessed and eliminated or controlled;
- Reporting hazards, incidents, and non-compliance;
- Ensuring that those involved are provided with the necessary safety information, training, instruction, resources and supervision;
- Applying any corrective action in a timely manner to ensure the health and safety of others; and
- Maintaining records of all WHS related matters.

The WHS requirements and what is 'reasonable', should be documented in the role's position description, along with any delegated WHS authorities within NIDA.

5.3 Workers

NIDA employees and staff, and those described as workers by the WHS laws, have a responsibility to:

- Comply with all reasonable safety directions and adhere to this policy;
- Ensure the health and safety of themselves, and others under their care;
- Adopt and use mandated or recommended safety procedures;
- Develop safety procedures, including undertaking inspections and risk assessments;
- Promptly report unsafe situations, hazards, injuries, or illnesses; and
- Participate in work health and safety training and discussions.

Failure to comply or observe a direction will be considered a breach of contract and sufficient grounds for termination of the employee's contract.

5.4 Visitors, students, and persons other than a worker (others)

Visitors, students and others, must comply with all reasonable safety directions and adhere to this Policy. Visitors, students and persons other than a worker under the WHS Act 2011, are required to take reasonable care for their health and safety and the health and safety of others in the workplace, by following the policies and procedures set out by this document. NIDA will ensure that visitors, students and others are informed of these obligations to which they are subject.

5.5 Venue hirers, service contractors, sub-contractors and self-employed persons

Venue hirers, service contractors, sub-contractors and self-employed persons are also required to:

- Comply with the requirements of the WHS Act;
- Comply with all reasonable safety directions and adhere to this Policy; and
- Have in place compliant work health and safety systems and consult and cooperate with their NIDA representative regarding safety.

Contractors and hirers are obliged to work safely and to include the safety of NIDA workers, students and visitors in their safety plans.

Contractors undertaking high risk construction works (HRCW) on behalf of NIDA must ensure they are suitably qualified, licensed and insured, and MUST provide HRCW Safe Work Method Statements (SWMS) for review by NIDA's relevant representative. NIDA will ensure that these obligations of venue hires, service contractors, sub-contractors and self-employed persons are known by them and included in the relevant contractual arrangements with them so as to be enforceable.

5.6 NIDA's Work Health and Safety Committee

NIDA has established a WHS Committee to assist with the facilitation of NIDA's Work Health & Safety Program.

NIDA's WHS Committee shall be responsible, but not liable for, the following activities:

- Promoting awareness and providing support;
- Undertaking scheduled inspections or risk assessments;
- Identifying, assessing, and controlling physical and psychological hazards and risks;
- Providing a pathway for communication of the hazards and risks to other work groups;
- Planning strategies and WHS and wellbeing events; and
- Participation in scheduled meetings and reporting of minutes and actions etc.

Members of the WHS Committee shall be representative of various levels and work groups within the organisation, including but not limited to NIDA's heads of department, management, workers, accredited course students, and other relevant stakeholders.

6. DOCUMENT HISTORY

Date	Change Description	Reason for Change	Author/s	Version
1/12/2010	Creation		Director Operations	1.0
9/6/2017	Converted Policy and transfer to People and Culture department	Policy is now a People and Culture document and the policy has been converted to a new format	Department Administrator – People and Culture	2.0
01/09/2019	Updated Contact Officer to People and Culture Manager	Review	People and Culture Manager	3.0
November 2019	Review and update	Review and update	People and Culture Manager	4.0
15/08/21	Original PCP027 2017 is reviewed & updated	Reviewed & updated for high-risk works and WHSMS requirements of ISO45001	People and Culture Manager	5.0
March 2023	Review and update	Compliance	Chief Financial Officer	6.0

7. ASSOCIATED DOCUMENTED INFORMATION

- Model Work Health and Safety Act – Safe Work Australia – 14 April 2022
- Work Health and Safety Act 2011 – Queensland
- Work Health and Safety Act 2011 – New South Wales
- Occupational Health and Safety Act 2004 – Victoria
- Work Health and Safety Act 2012 – South Australia
- Work Health and Safety Act 2020 – Western Australia
- Work Health and Safety Act 2012 - Tasmania
- ASNZ ISO45001:2018 Health & Safety Management Systems
- Workers Compensation Act 1998
- Fairwork Act 2009
- Emergency Management Acts
- State Emergency Management Acts
- Corporations Act 2001
- NIDA Position Descriptions
- NIDA Health & Safety Induction Pack