

## Monash Graduate Association Inc. Occupational Health and Safety Policy

### 1. Title

MGA Occupational Health and Safety Policy.

### 2. Authorising Provision

The MGA is a not-for-profit, representative association for Monash University (Australian campuses) enrolled graduate students. The MGA is an incorporated entity under the Associations Incorporation Reform Act 2012 (Vic) and is subject to the Constitution of the MGA.

### 3. Purpose

This policy outlines the principles informing the MGA's commitment to upholding a high Occupational Health and Safety (OHS) standard to ensure the health and safety of all people accessing MGA events, activities, services or interacting with the MGA in some way, by virtue of those carrying out, utilising, or affected by its operations, activities, events and services.

### 4. Scope

The policy applies to all staff, members of the MGAEC and volunteers of the MGA, as well as all visitors, contractors, and participants in MGA-related activities.

### 5. Abbreviations

The Monash Graduate Association Inc. shall be referred to as the MGA.

The Monash Graduate Executive Committee shall be referred to as the MGAEC.

### 6. Policy

The Monash Graduate Association Inc. ("MGA") is committed to maintaining a safe and healthy everyday environment for its people. It aims to foster a system and culture informed by the principles of:

1. Removing or otherwise reducing the risk of injury, disease, and ill health which may arise as a result of its activities; and
2. Continuous improvement and enforcement of its OHS risk identification, assessment and management system; and
3. Making and undertaking informed decisions which are OHS-conscious.

The MGA is dedicated to fulfilling its obligations under the Occupational Health and Safety Act 2004 (Vic). Under this policy, all employees, volunteers, members and participants in MGA-related activities or those accessing any MGA services are required to adhere to the MGA OHS principles, and take reasonable steps to ensure the safety and health of others around them.

## **7. Responsibilities**

- 7.1 The MGA Executive Committee will delegate OHS responsibility to the MGA Executive Officer who will:
  - 7.1.1 Work to ensure that the MGA complies with all OHS legislation and requirements;
  - 7.1.2 Consult with employees and volunteers in the decision-making process through regular communication and consultation;
  - 7.1.3 Designate an OHS responsible officer.
- 7.2 Supervising Employees will:
  - 7.2.1 Supervise employees to ensure activities are performed safely and no undue risks are taken;
  - 7.2.2 Provide information, instruction, and training so all employees and volunteers are enabled to work safely and in a OHS conscious manner;
  - 7.2.3 Work to identify, monitor and control OHS hazards on an ongoing basis, with input from relevant persons;
  - 7.2.4 Provide appropriate safety and personal protective equipment for tasks.
- 7.3 All Employees, Volunteers, Students, Visitors and Contractors will:
  - 7.3.1 Take reasonable care to ensure their own health and safety, and where reasonably practicable, the health and safety of others;
  - 7.3.2 Identify, report and control OHS hazards and risks in the workplace by following the reporting process;
  - 7.3.3 Report all injuries and incidents through the appropriate process;
  - 7.3.4 Participate in required health and safety training;
  - 7.3.5 Abide by proper procedures, rules, and instructions;
  - 7.3.6 Utilise proper safety equipment and personal protective equipment when required.

## 8. Governance

<b>Approval</b>	MGA Executive Committee [April, 2023]
<b>Endorsement</b>	MGA OHS Committee [April, 2023]
<b>Procedure Owner</b>	HR & Finance Officer
<b>Date Effective</b>	April, 2023
<b>Review Date</b>	March, 2026
<b>Version</b>	1.2
<b>Applicable Legislation</b>	Occupational Health and Safety Act 2004 (Vic)
<b>Related Policies</b>	MGA Occupational Health and Safety Procedures

## 9. Document History

<b>Version</b>	<b>Date Approved</b>	<b>Changes Made to Document</b>
1.0	August, 2020	New document
1.1	August, 2022	Review
1.2	April, 2023	Change to 7.1 to reflect the delegation of MGAEC responsibilities to the Executive office