

Staff Health and Wellbeing Policy

1. Purpose

To provide a healthy and safe working, research and learning environment that enhances wellbeing across the MIT community.

2. Scope

This framework applies to all Institute staff, and visiting researchers, non-employee workers (e.g. contractors or consultants), guest lecturers or industry representatives or student volunteers ("Institute community"), working or visiting on campuses.

This framework does not include students and Higher Degree by Research candidates studying at MIT which are covered in the Support for Student Policy and Procedure and

3. Definitions

Term	Definition
Executive Management Committee	<p>The Executive Management Committee is the primary operational body of MIT, assisting the CEO in the day to day running of MIT's operations.</p> <p>The Executive Management Committee implements MIT's strategic, operational and risk management plans, and reports to the Board of Directors.</p>
OHS	Occupational Health and Safety Health
Principles of Health, Safety and Wellbeing (HSW) and OHS	<ul style="list-style-type: none"> • Provide highest level of protection • Remove or reduce risk • Be proactive • Exchange information and ideas about HSW and OHS • Encourage involvement in HSW and OHS matters.
Student Volunteer	A student who is enrolled at MIT who is actively participating in MIT related activities such as but not limited to orientation, graduation or mentoring other students at no cost or on mutually agreed terms.
Third Parties	<p>Contractor(s) A person from another organisation engaged through a service contract who is actively participating in MIT related activities and for whom MIT is not their sole source of work (for example but not limited to tradesperson, temporary staff or consultant)</p> <p>Industry Partner(s) a person not employed or enrolled at MIT who is actively participating in MIT related activities at no cost of on mutually agreed terms.</p>

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26 September 2024
29 April 2025
29 April 2025
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Page 1 of 5

4. Policy

4.1. The Institute:

- acknowledges that the health, safety, and wellbeing of the Institute community is of the utmost importance
- provides and supports a safe environment for work where people can thrive
- will integrate health, safety and wellbeing into management responsibilities and monitor and review its performance at all levels to continuously improve the management of health, safety and wellbeing.
- seeks to eliminate hazards and reduce Occupational Health and Safety (OHS) risks, including the risk of injuries, diseases and ill health resulting from Institute activities
- provides and supports services and programs to assist staff and students with intervention and assistance wellbeing programs
- fosters an inclusive, participative and consultative culture of safety, good health, and wellbeing
- consults with staff in an open and respectful manner in all matters that affect their mental and physical health, safety and wellbeing and assists staff returning to work following an illness or injury
- provides and disseminates health, safety and wellbeing information, training and supervision for staff and visiting researchers.
- ensures compliance with relevant legislation and institute policy
- maintains an effective process for resolving health and safety matters
- provides infrastructure and fittings which are fit for purpose and pose no risk to health and safety
- promotes and encourages participation in workplace health and wellbeing initiatives within and outside the workplace
- raises awareness within the institute about issues that impact on health and wellbeing
- promotes the Institute's Employee Assistance Program to all staff
- maintains confidentiality in the management of any wellbeing-related employee matters
- committed to complying with all relevant health and safety legislation, standards, frameworks and codes of practice and other requirements to which MIT subscribes.

4.2. All staff:

- will take an active role in creating safer work places and work practices by cooperating with the institute's policies and procedures,
- taking responsibility for their own actions and not putting themselves or others at risk.
- Complete any mandatory compliance training as directed by the Executive Management Committee.
- Encouraged to participate in institute and community activities to improve the wellbeing of themselves, families and other members of the community

5. Procedure

The following policies and procedures support the Staff Wellbeing Framework:

- Sexual Assault and Sexual Harassment Response Policy and Procedure
- Support for Victims of Domestic Violence Policy and Procedure
- Equal Opportunity Policy and Procedure
- Alcohol, Drug and Substance Misuse Policy and Procedure
- Equity and Diversity Policy and Procedure
- Feedback Policy and Procedure
- Academic Freedom and Responsibility Policy
- Staff Code of Conduct
- Staff Complaint Policy and Procedure'
- HDR Supervision Policy and Procedure
- Critical Incident Policy and Procedure
- Privacy Policy
- Whistleblower Policy and Procedure
- Cybersecurity Policy and Procedure
- User Accounts, Email and Internet Guidelines
- Communication Guidelines
- Employee Assistance Program ([Telus Health](#))

6. Responsibilities

- 6.1. There is a shared responsibility between institute management and staff for the creation of a safe and healthy environment at the institute.
- 6.2. The Board of Directors will
- 6.3. The Executive Management Committee provides advice on OHS and a coordinated approach to workplace safety, health and wellbeing.
- 6.4. The Campus Directors are responsible for:
 - maintaining the physical facilities on each campus
 - ensuring staff, researchers and non-employees are aware of and understand their health and safety responsibility.
 - consulting and communicating on matters relating to the health, safety and wellbeing of MIT staff, students and researchers
 - providing staff and researchers with necessary information, training and instruction.
 - providing adequate supervision to non-employee contractors, student volunteers and other visitors
 - participating in the risk management processes for health, safety and wellbeing matters and engage subject matter experts as required within their area of responsibility
 - reporting all health and safety incidents, near misses, hazards and risks to the Executive Management Committee and investigate and action in accordance

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Page **3** of **5**

with the Critical Incident Policy and Procedure, Emergency Evacuation Procedures and Safety on Campus

- promoting and supporting the roles of wardens and first aiders
- assisting Security when Emergency Services are called to deal with reportable critical incidents
- coordinating emergency evacuation drills and responding to incident reports where actions are required to be implemented and communicated across the campus.

6.5. Staff and Researchers must:

- take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of other persons
- comply with policies and procedures and any reasonable instruction given by MIT relating to health, safety and wellbeing
- comply with lawfully issued instructions from Wardens or other members of the Emergency Control Organisation during emergency situations
- promptly reporting all hazards and incidents as soon as possible to their manager /supervisor and support measures to eliminate or minimise unsafe work conditions and practices
- discuss with their manager if they believe there is a risk to the health, safety and wellbeing of others
- participate in meetings, training and other health safety and wellbeing activities
- pass on relevant information to peers to protect themselves or others from risk of injury or illness.
- identifying, communicating and supporting measures to eliminate or minimise unsafe work conditions and practices
- call Security in case of emergency

6.6. Visitors for example but not limited to Guest Lecturer, Industry Representatives must:

- take reasonable care for their own health and safety
- take reasonable care to ensure their acts or omissions do not adversely affect the health and safety of other persons whilst on campus
- comply with policies and procedures and any reasonable instruction given by MIT staff whilst on campus.

6.7. Student volunteers must

- take reasonable care for their own health and safety
- take reasonable care to ensure their acts or omissions do not adversely affect the health and safety of other persons
- comply with policies and procedures and any reasonable instruction given by MIT staff.

6.8. Third Parties for example: non employee contractors must:

- take reasonable care for their own health and safety whilst on MIT premises or performing work for MIT
- take reasonable care to ensure their acts or omissions do not adversely affect the health and safety of other persons

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Page 4 of 5

- comply with policies and procedures and any reasonable instruction given by MIT
- promptly report the Campus Director and their company if they believe there is a risk to the health, safety and wellbeing of themselves or others
- pass on any information to others to protect themselves or others from risk of injury or illness on MIT premises or performing work for MIT.

7. Compliance

- 7.1. Performance against the named policies and procedures including non-compliance with the procedures listed about are reported annually to the Board of Directors and sub committees
- 7.2. Breaches of this policy will be managed in accordance with the relevant policies listed above.

8. Implementation and communication

This procedure will be implemented and communicated through the Institute via:

Announcement on the Institute's webpage
Internal circulation to staff
Staff professional development
Employee Staff Handbook

Supporting documents and references

MIT Safety on Campus (campus specific)
MIT Emergency Evacuation Procedure (campus specific)
MIT Policies and Procedures as listed in above

Other:

Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Act 2000 NSW
TEQSA Higher Education Framework Standards 2021
National Code of Practice for Providers of Education and Training to Overseas students.