

Workplace Health and Safety Policy

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Responsible Officer	Work Health and Safety Manager	Effective Date	17 March 2025
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Related Documents

[Employee Reasonable Adjustments Procedure](#) (staff only)

[Injury Management Policy](#)

[Working from Home Policy](#)

1. Context

Media Design School (MDS) is committed to the health and safety of all people who work, study, visit its campuses and other workplaces or have the potential to be affected by MDS' activities.

MDS is committed to its obligations as a Person Conducting a Business or Undertaking (PCBU) and fulfilling effective Health and Safety (H&S) management as an integral part of its operations. MDS and its senior management are committed to ensuring the health, safety and welfare of all people in its places of work including those situations where employees are required to work offsite.

2. Definitions

Person Conducting a Business or Undertaking (PCBU): according to the Health and Safety at Work Act 2015, *unless the context otherwise requires, it:*

(a) *means a person conducting a business or undertaking—*

(i) *whether the person conducts a business or undertaking alone or with others; and*

(ii) *whether or not the business or undertaking is conducted for profit or gain; but*

(b) *does not include—*

(i) *a person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking:*

(ii) a volunteer association:

(iii) an occupier of a home to the extent that the occupier employs or engages another person solely to do residential work:

(iv) a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking

(v) a person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act.

Reasonably practicable: that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:

(a) the likelihood of the hazard or the risk concerned occurring, and

(b) the degree of harm that might result from the hazard or risk, and

(c) what the person concerned knows, or ought reasonably to know, about—

(i) the hazard or risk, and

(ii) ways of eliminating or minimising the risk, and

(d) the availability and suitability of ways to eliminate or minimise the risk, and

(e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk unless the context otherwise requires (in relation to a duty of a PCBU set out in subpart 2 of Part 2 of the Health and Safety at Work Act 2015).

Risk management: the “coordinated activities to direct and control an organisation with regard to risk” (Australian/New Zealand Standard AS/NZS ISO 31000:2009: Risk management — Principles and guidelines).

Risk management process: the “systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk” (Australian/New Zealand Standard AS/NZS ISO 31000:2009: Risk management — Principles and guidelines).

Worker: includes people carrying out work in any capacity for the PCBU which is MDS, including contractors or subcontractors and their staff, staff of labour-hire companies who have been assigned to work at MDS, outworkers, apprentices, trainees, work experience students at MDS and volunteers.

Visitor: any member of the public visiting or transiting the campus.

3. Scope

This policy applies to all members of MDS, which includes staff, contractors, students, customers, and suppliers. They all have a collective and individual responsibility to the prevention of workplace injuries and to maintaining a healthy and safe working environment for all.

4. Principles

MDS will meet its commitment to health and safety by:

- acknowledging its legislative requirements and ensuring compliance as the minimum acceptable standard

- holding all levels of management responsible and accountable for the health and safety of staff under their leadership
- providing information, training, instruction and supervision to MDS' people to ensure they have the skills and competencies required for their roles
- implementing a documented safety risk management process for the control of workplace hazards.
- developing consistent objectives and targets across MDS aimed at the elimination of workplace injury and illness
- regularly reviewing the performance of and continuously improving the H&S Management System
- effectively evaluating and communicating H&S information to all parties within MDS
- ensuring that all contractual arrangements entered into for the supply of goods and services include the provisions for compliance with health and safety requirements
- ensuring adequate resources and expertise are provided for the implementation of this policy and the underlying management system
- providing consultative arrangements for all stakeholders to ensure constructive input into the management of safety within MDS
- measuring and reporting health and safety performance on a regular basis.

MDS aims to ensure, so far as is reasonably practicable, the health and safety of workers it has engaged and workers whose activities in carrying out their work are influenced or directed by MDS. To achieve this, MDS aims to ensure:

- compliance with all applicable legislation
- integration of health and safety risk management processes into its operations, teaching, research and consulting functions so that the health and safety of workers (including staff, affiliates and contractors), students and visitors are not put at risk while on campus or engaged in its work or study related activity
- that effective consultation and communication mechanisms are implemented, monitored and improved so that workers (including staff, affiliates and contractors), students and visitors understand their responsibilities and are actively involved in improving the health and safety management system
- the provision of a safe environment for work and study, safe plant and structures and safe systems of work and study
- that equipment and substances are safe and without risk when used properly
- the safe use, handling and storage of plant, structures and substances
- the provision of adequate facilities for the health and safety at work of workers (including staff, affiliates and contractors), students and visitors to the University
- that the health of workers and the conditions at the workplace are monitored to prevent illness or injury arising from related work or study
- to make available appropriate information, training, instruction or supervision to workers (including staff and contractors) and where appropriate, students, affiliates and visitors
- to manage any accidents and incidents that occur, to minimise harm to people and prevent recurrences
- to allocate appropriate resources, including financial, to facilitate the fulfilment of MDS' health and safety responsibilities.

5. Failure to comply

Staff who fail to comply with the provisions of this policy and supporting procedure may be subject to disciplinary action under the Staff Misconduct Policy.

6. Reference

Health and Safety at Work Act 2015.

<http://www.legislation.govt.nz/act/public/2015/0070/52.0/DLM5976660.html>