

1. Purpose

This policy provides a framework to ensure that Jazz Music Institute's premises is a safe and healthy working and learning environment for all staff, students and visitors.

2. Scope

This policy applies to all staff, students, contractors and other personnel at workplaces under the management or control of Jazz Music Institute.

3. Objectives

The Institute is committed to the following principles that underpin this policy.

- To provide a safe and healthy working and learning environment for all staff, contractors, students and visitors.
- To eliminate all risks to health and safety, and where elimination is not reasonably practicable, to reduce risks to health and safety so far as is reasonably practicable.

4. Implementation

4.1 First aid officer

JMI is committed to ensuring that a qualified first aid officer is on-site for the full duration of business operating hours. The first aid officer should be contacted in the case of any instance requiring basic medical procedures.

The nominated qualified first aid officers are currently:

- Daniel Quigley
- Paula Girvan
- Gareth Eldershaw

4.2 First aid kits

A St John's Ambulance First Aid Kit shall be kept in the JMI office at all times in the event of a person requiring basic medical attention. The nominated first aid officer is responsible of ensuring the first aid kit is appropriately stocked and that stock in the first aid kit has not expired.

4.3 Maintenance Checks

Routine maintenance checks will be conducted monthly by the officer in charge of facilities and maintenance. Maintenance checks include the identification of hazards involving flooring, hanging equipment, and ensuring sufficient lighting in all areas of the premises.

Maintenance checks will also identify any workplace health and safety risks and the maintenance officer shall put measures in place to ensure risk is completely avoided. Whereby risk cannot be completely avoided, the maintenance officer shall implement procedures to ensure that the risk is reduced so far as is reasonably practical.

All electrical equipment will be checked by a qualified electrician annually.

4.4 Fire Extinguishers & Exits

Fire extinguishers are maintained by London Fire & Safe Pty Ltd, (07) 3391 4141 and are checked every 6 months. In the event of using a fire extinguisher, the fire extinguisher will be replaced/maintained as required.

Fire exits will be maintained at all times and globes are to be replaced immediately once identified as not working through the regular maintenance checks.

4.5 Disabilities and Accessibility

Staff and students are required to notify JMI of any disabilities and special needs for accessibility at the time of enrolment or appointment. If a staff member or student acquires a disability after this point in time, they are required to notify the JMI office of this disability.

All staff members are notified in writing in the case of a student advising of a medical condition which may require urgent medical assistance.

4.6 Hazard Identification

Staff and students are required to notify JMI of the identification of any hazards in JMI classrooms, hallways or any other area at JMI's campus. Identified hazards will be assessed in the same way as per Section 4.3 of this policy.

5. Definitions

First aid officer: Nominated individual who has undergone an approved first aid course to provide first aid in basic medical requirements

Hazard: Identified risk of being injured or harmed

Maintenance: process of ensuring all plant, equipment and premises is in working order

6. Related policies and procedures

The following policies and procedures are related to this policy:

- Staff Induction Procedures
- Orientation Information
- Safety, Emergency and Critical Incident Policy
- International Student Critical Incident Management Policy
- After Hours Access Policy
- Equity, Diversity and Fairness Policy
- Student Support Services Policy

7. Review

Three years from commencement or last review

Occupational Health and Safety Policy



8. Accountabilities

The Executive Management is responsible for review and approval of this policy.

9. Version Control

Document	Occupational Health and Safety Policy	Author	JMI Executive Management
Approver	JMI Executive Management	Approved	4 March 2020
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Reviewer	JMI Executive Management	Due for Review	March 2023