

Health and Safety Policy

1. Purpose

The *Health and Safety Policy* outlines principles guiding the management of health and safety risks so that the Institution can foster a safe and healthy environment for its community. This policy provides a framework for the implementation of a cooperative, consultative and risk-based approach to health and safety. This policy should be read in conjunction with the *Incident Reporting Procedures*.

2. Scope

This policy applies to students and staff. This policy does not apply to critical incidents. For critical incident management, refer to the *Critical Incident Policy*.

3. Definitions

See *Glossary of Terms*.

4. Policy statement

4.1 The Institution is committed to providing and maintaining a safe and healthy environment for students and staff.

4.2 The Institution complies with health and safety legislation, and exercises due diligence in health and safety matters at all times.

4.3 The Institution takes measures to minimise all hazards and risks as far as is reasonably practicable.

4.4 The Institution integrates health and safety risk management practices into its operations and functions with an emphasis on continuous improvement.

4.5 The Institution actively promotes a culture of health, safety, and wellbeing, including providing general information on students' personal safety (on/off campus and online) and running regular awareness sessions.

4.6 Staff are provided with instruction and training in order to provide and maintain a safe and healthy environment and enable the Institution's community

to study and work safely.

4.7 Students and staff are consulted on and involved in matters relating to their health, safety, and wellbeing.

4.8 The Institution provides support to employees who are injured at work, including assistance with recovering and returning to work under the NSW workers' compensation system including:

- delivering information to employees on injury prevention and workers' insurance;
- documenting a return to work program;
- recording work-related injuries or illness;
- notifying the insurer of an injury and provide required information;
- participating in the development of a worker's injury management plan;
- providing suitable work; and
- assisting with information to support liability determination and dispute resolution.

5. Roles and responsibilities

5.1 The Chief Operations Officer is the responsible officer of this policy and oversees the implementation of health and safety initiatives across the campuses.

5.2 The Maintenance Manager is the nominated Health and Safety Representative and is responsible for ensuring a health and safe campus, maintaining information/records on work health and safety matters and maintaining a Register of Accidents and Incidents.

5.3 The Executive Management Group is responsible for:

- monitoring health and safety matters through regular reports from the Maintenance Manager;
- ensuring that appropriate resources and processes are available and implemented to minimise risks;
- receiving and considering information about incidents, hazards, and risks, and to make recommendations for improvement;
- overseeing health and safety initiatives;
- arranging adequate communications and awareness campaigns relating to

student and staff health and safety.

5.4 The President and Managing Director is responsible for quarterly reporting on health and safety performance to the Board of Directors.

5.5 The Vice President (People and Training) is responsible for staff injury management and workers' compensation matters.

5.6 All students and staff are responsible for:

- taking reasonable care for their own health and safety;
- following safe work procedures, instructions, and rules;
- participating in safety training;
- reporting health and safety hazards, injuries, or incidents; and
- using safety equipment as instructed.

6. Related documents

Critical Incident Policy

Critical Incident Management Procedures

Incident Reporting Procedures

Approved by Board of Directors on 7 December 2020