



## Work Health, Safety and Wellbeing Policy and Procedure

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<b>Owner</b>	Chief Executive Officer
<b>Responsible Officer</b>	Chief Executive Officer
<b>Approving authority</b>	Board of Directors
<b>Contact Officer</b>	Registrar
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<b>Related Documents</b>	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Critical Incident Management Plan Student Support Framework Student Code of Conduct Staff Code of Conduct Student Handbook AIH Enterprise Risk Management Policy

### 1. Purpose

This Policy and Procedure seeks to demonstrate the commitment of the Australian Institute of Higher Education Pty Ltd ('the Institute') to health, safety and wellbeing.

### 2. Principles

The key principles informing this Policy and Procedure are:

- that the Institute has an obligation to ensure that its staff, students, contractors, visitors and other persons are, as far as reasonably practicable, not exposed to risks to their health and safety arising out of the Institute's activities,
- that the Institute is committed to complying with the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, and applicable codes of practice and Australian standards as far as possible;
- the Institute supports wellbeing initiatives and activities;
- the Institute will ensure that the health and wellbeing of all staff is valued, enhanced and protected through all work practices, the work environment and workplace culture;
- the Institute is committed to allocating appropriate resources, including training and instruction, to facilitate a safe and healthy working and learning environment to ensure that everyone knows how to apply safe systems of work and their work health and safety responsibilities;
- the Institute is committed to recording and applying learnings from workplace incidents, hazards and near misses; and
- the Institute is committed to facilitating hazard identification and risk control processes across its operations to continuously improve health and safety performance.

### 3. Context

This Policy and Procedure has been developed to ensure that:

- risks to the health, safety and welfare of all staff, students, contractors and visitors, and anyone else who may be affected by the Institute's business operations, are removed or reduced; and

- all work activities are conducted safely

## **4. Scope**

This Policy and Procedure applies to all employees, contractors, students and visitors at the Institute.

## **5. Definitions**

See the *AIH Glossary of Terms* for definitions.

## **6. Policy, Actions and Responsibilities**

### **6.1 Incident Procedures, Reporting and Investigation**

An incident is an event that results in or has the potential to result in harm or damage.

#### **6.1.1 Management Responsibilities**

The Institute acknowledges that management has the primary legal responsibility for the health, safety and wellbeing of all workers. Management is responsible for providing and maintaining, as far as possible:

- a safe working environment
- safe systems of work
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace, and to ensure that workers are aware of hazards in the workplace and controls are implemented to mitigate risk
- a commitment to proactively address issues that may adversely affect WHS performance or workplace culture
- a commitment to continually improve our performance through effective safety management.

#### **6.1.2 Staff Responsibilities**

All workers undertaking work at/for or on behalf of the Institute are responsible for:

- understanding their responsibilities
- complying with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- taking reasonable care of the health and safety of themselves and others
- complying with any direction given by management for health and safety
- reporting incidents and any unsafe conditions or issues that come to their attention immediately to their supervisor and/or manager
- completing all WHS trainings as required

#### **6.1.3 Student Responsibilities**

All students of the Institute are responsible for:

- taking care that their acts or omissions do not adversely affect the health and safety of other persons
- following directions from their lecturers and/or the Institute's WHS officer on WHS issues
- completing their work in the safest manner as possible
- complying with Institute Policies and Procedures and reporting any hazards, risks or incidents as they are identified.

### 6.1.4 Registrars Responsibilities

The Registrar is responsible for:

- maintaining records and statistics in relation to all incidents; and
- contributing to the review of all incidents.

### 6.1.5 Reporting an Incident

This procedure is to be followed in response to all injuries, near misses and exposure to hazards which pose a threat to persons, the environment or property of any type including plant and equipment.

1. Anyone who witnesses an incident should report the incident to the Institute's emergency personnel. A list of emergency personnel and their contact details can be found in the ***Student Handbook***.

In the case of an emergency, emergency services (Police, Ambulance or Fire Brigade) should be contacted immediately by calling triple zero (000) before seeking the assistance of emergency personnel.

In the case of a critical injury or death or acute illness the Institutes ***Critical Incident Management Plan*** will be activated.

2. If the incident is non-emergent, the emergency personnel will investigate the incident and complete the ***Incident and Hazard Report Form*** (Appendix 1). In the event of an emergency that requires the evacuation of the building, follow the Institutes Emergency Procedures located near all exits.
3. Return the completed the ***Incident and Hazard Report Form*** to the Registrar for further investigation/filling.
4. The Registrar or delegate will:
  - take action to make the area or situation safe pending further investigation;
  - promptly investigate all incidents and hazards to identify root causes;
  - implement, or arrange for the relevant staff to implement corrective actions within reasonable timeframes.

## 6.2 First Aid

The Institute provides an effective first aid response to help maintain a safe and healthy working and learning environment for staff, students and any visitors by:

- allocating appropriate resources, including equipment, to provide effective first aid responses which reduce, whenever possible, the severity of the injury/illness;
- using qualified First Aid Officers to respond promptly to those people that are injured or require first aid;
- ensuring that staff, students, and any visitors are aware of how and where to obtain first aid assistance; and
- effectively recording incidents and maintaining statistics on injuries and illnesses.

Anyone requiring first aid should either contact Student Services or a First Aider. A list of First Aiders and their contact details can be found in the ***Student Handbook***.

In the case of an emergency, emergency services (Police, Ambulance or Fire Brigade) should be contacted immediately by calling triple zero (000) before seeking the assistance of a First Aider.

In the case of a critical injury or death or acute illness the Institutes **Critical Incident Management Plan** will be activated.

### 6.2.1 Staff First Aider Responsibilities

Staff First Aid Officers are responsible for:

- holding a current first aid qualification, which is renewed after (3) three years following a refresher course and attend annual CPR refresher training;
- making themselves familiar with the location of First Aid Kits and reporting to the Registrar when supplies are required;
- maintaining accurate records of all first aid incidents by completing the **Incident and Hazard Report Form** (Appendix 1) and providing a copy of the completed form to the Registrar for filing; and
- maintaining and respecting privacy and observe confidentiality.

### 6.2.1 Registrars Responsibilities

The Registrar is responsible for:

- recruiting First Aid Officers;
- maintaining records and statistics in relation to first aid incidents;
- contributing to the review of first aid responses; and
- ensuring there is adequate first aid supplies in all First Aid Kits.

## 6.3 Induction and Training

The Institute will identify, develop and provide appropriate information, instruction and training to equip staff, and students with the knowledge and skills necessary to meet their Work Health and Safety responsibilities.

## 6.4 Risk Management

Work health, safety and wellbeing risk management involves hazard identification, risk assessment, implementation of appropriate risk control measures and monitoring and review of their effectiveness. Risks will be identified, recorded and managed in accordance with the **AIH Enterprise Risk Management Policy**.

## 6.5 Misconduct

Anyone found to be deliberately risking the health, safety or wellbeing of another person or for breaching this policy and procedure will be investigated and charged with misconduct in accordance with the **Student Code of Conduct** for students or the **Staff Code of Conduct** for staff.

## 7. Legislation

This Policy and Procedure seeks to comply with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011*, and applicable codes of practice and Australian standards as far as possible.

This Policy and Procedure also complies with the Higher Education Standards Framework 2015 Standard 2.3 (Wellbeing and Safety), which specifies that:

4. A safe environment is promoted and fostered, including by advising students and staff on actions they can take to enhance safety and security on campus and online.

## 8. Version Control

This Policy and Procedure has been endorsed by the Australia Institute of Higher Education Board of Directors as at August 2017 and is reviewed every 3 years. The Policy and Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

<b>Change and Version Control</b>				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
2016-2	Registrar	Updated template Restructured document, added box to beginning Revised/edited content	6 July 2016	6 August 2016
2017-1	Registrar	Revised content	4 August 2017	7 August 2017

## APPENDIX 1



**AUSTRALIAN INSTITUTE**  
OF HIGHER EDUCATION

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CRICOS Provider Code 03147A

### Incident and Hazard Report Form

#### PART A: Reporter to complete for ALL incidents, near misses and hazards

Date of report		Time of report	
Type of report	Incident (including near miss)	Hazard	
Reporter (person completing the form for themselves or on behalf of another person)	Name		
	Phone number		
	Signature		
	State		
	Site Name		

#### PART B: Reporter to complete for incidents and near misses ONLY

People affected (tick applicable)	Staff	Student	Other
If other, please specify			
Incident date		Incident time	
Incident location			
Witness Name (1)		Phone number	
Witness Name (2)		Phone number	

<p>Describe what happened? <i>(Facts not opinions)</i></p>		
<b>PART C: Reporter to complete for injury or illness ONLY</b>		
<p>Name of injured person</p>		
<p>Contact details</p>		
<p>Nature of injury or illness. (for example sprain, cut, respiratory distress)</p>		
<p>Location of injury (for example left arm, lower back)</p>		
<p>Treatment required (tick applicable)</p>	<p><b>None</b></p>	<p><b>First aid</b> <i>(treatment by first aider only)</i></p>
	<p><b>Medical treatment</b> <i>(treatment by medical practitioner)</i></p>	<p><b>Hospital inpatient admission</b></p>

**PART D: Reporter to complete for harm OTHER THAN INJURY/ILLNESS ONLY**

Describe the harm  
(for example property damage)

**PART E: Reporter to complete for hazards ONLY**

Describe the hazard

Location of the hazard

Steps taken to make hazard safe?

**Thank you for completing this report - Please forward to the First Aid Officer or Health and Safety Representative**



**PART F: First Aid Officer or Health and Safety Representative to complete for ALL incidents, near misses and hazards**

Persons name			
Date made aware of incident / hazard		Date investigated	
Investigation conducted by (list people, including HSR (Health and Safety Representative))			
Incident causes / hazard control comments – attach more if necessary			

**PART G: First Aid Officer or Health and Safety Representative to complete for ALL incidents, near misses and hazards**

<b>Corrective action 1</b>			
Person responsible for action		Date	
<b>Corrective action 2</b>			
Person responsible for action		Date	
<b>Corrective action 3</b>			
Person responsible for action		Date	

**PART H: Registrar use ONLY**

Received by		Date	
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