

Work Health and Safety Policy

Version number	1
Approved by	Corporate Governance Board
Date of approval	13/11/2017

Purpose

The health and safety of staff members is of the utmost importance to Sydney Institute of Higher Education (SI). Effective work health and safety procedures are crucial to the safety and security of staff and students of SI and the overall success of its operations.

The *Work Health and Safety Policy* outlines the processes through which SI monitors and manages hazards to health and safety in accordance with the workplace health and safety legislation of NSW. It establishes the means through which staff and students will be informed of health and safety measures on campus.

Scope

This policy applies to:

- All SI staff and students
- Contractors and subcontractors
- Apprentices and trainees
- Work experience students and working volunteers
- Visitors and external experts who take part in SI operations

It also applies to students who are undertaking work-integrated learning, as both the student and workplace involved are expected to adhere to work health and safety standards.

Principles

SI acknowledges its moral and legal responsibility to promote and protect the health, safety, and welfare of all staff members and other workers at SI, and others who may be affected by the work.

Upholding this responsibility is vital to the successful operation of SI's higher education operation, including ensuring the health, safety and welfare of students as well as staff members.

SI is committed to protecting staff members and other persons from hazards and risks through the following measures:

- Effective risk management processes
- Cooperation and consultation with staff members

- Provision of training to staff
- Provision of information to staff, students, and anyone on campus
- The regular review and improvement of work health and safety measures.
- All staff members or other persons undertaking work at SI have the right to:
- Cease working in an unsafe situation or environment
- Report health and safety hazards, risks, and violations without fear of reprisal

As per the *Compliance Framework Policy*, SI will ensure that this policy aligns with all relevant and applicable legislation and regulations.

Procedures

Responsibilities

SI has a duty of care towards all those working for SI or affected by the work SI carries out and is responsible for ensuring, as far as possible, that the workplace does not pose a risk to their health or safety.

The *Corporate Governance Board* and *Academic Board* are responsible for ensuring that:

- Health and safety measures at SI remain compliant with relevant legislation and regulations (see *Compliance Framework Policy*)
- Appropriate risk management and emergency response processes are in place (see *Risk Management Policy*, *Business Continuity Plan*, and *Critical Incident Response Policy*)
- Open lines of communication are maintained between staff members and the Boards, Committees, and senior managers
- Senior staff receive the appropriate training and development to carry out work health and safety policies and procedures.

All staff members are responsible for:

- Taking responsibility for their own health and safety
- Being cognisant of how their actions while working may affect the health and safety of others around them
- Reporting any hazards or risks to health and safety to superiors
- Appropriately handling hazards and risks within the scope of their authority
- Complying with SI policies and procedures to the best of their ability.

Establishing high standards of work health and safety

Sufficient resources must be dedicated to the measures outlined below as part of business planning and budgeting.

Operational matters

The following processes are essential to the maintenance of work health and safety at SI:

- Planning

- Risk management
- Appropriate delegations and responsibilities

Work environment

SI will ensure that the appropriate and necessary facilities, such as toilets and hand-washing facilities, are operational at all times. Additionally, SI will ensure that, at all time, a fully-stocked first aid kit is available to staff and students.

SI will:

- Ensure that the workplace is safe and accessible for all staff, including staff members with disabilities
- Promptly respond to staff feedback regarding the work environment
- Ensure that the workplace is neat and tidy at all times
- Ensure that desks, study spaces, and recreational facilities are ergonomic and allow freedom of movement while sitting down
- Ensure that the workplace is well-lit, ventilated, and heated/cooled to a comfortable temperature
- Conduct periodic inspections of the workplace
- Conduct maintenance as necessary

Work culture

SI aims to foster a culture of communication, collaboration, and awareness of health and safety issues to encourage early reporting and handling of hazards and risks that may arise.

Work Health and Safety knowledge will be a requirement for all staff, included in the selection criteria for staff recruitment activities.

Additionally, all health, safety and wellbeing information, including relevant policies and procedures, will be clearly communicated to staff members during induction and professional development activities, and in performance reviews if necessary.

Health and safety information will be communicated to students during orientation and in further information sessions.

Emergency procedures will be tested and demonstrated to staff and students in practice drills during the semester.

Additionally, information relevant to students and other persons on SI premises will be available on the SI website, and on informative posters around the SI campus.

Hazard and risk management

Through effective hazard and risk mitigation, and wherever possible, elimination, SI aims to prevent harmful incidents from occurring.

Reporting and responsibilities

Anyone who detects a hazard or risk to health and safety must report it to an immediate supervisor or *Executive Management Team*.

The report will be passed on to the Quality and Compliance Coordinator, who must record the details in the *Risk Register*.

The Provost will investigate and evaluate hazards and risks, and implement controls to prevent harm to staff, students, or others persons.

If controls are required that are out of the scope of the health and safety authority, the matter must be referred to the *Audit and Risk Committee* and *Corporate Governance Board*.

Elimination and management

Hazards and risks may be eliminated by removing or altering the source, which may include:

- A flawed process or governing structure
- Damaged infrastructure
- Unqualified staff

Staff who deliberately engage in misconduct or neglect.

Other arrangements will be made if eliminating the problem is not a viable option. Risk management strategies will be developed in consultation with the affected staff members. Please see the *Risk Management Policy* and *Business Continuity Policy* for more information.

Work health and safety incidents

If an incident occurs in which health, safety or wellbeing is threatened, it may be deemed a critical incident or a non-critical incident.

SI must notify the regulator immediately if any critical incident occurs. See *Critical Incident Response Policy* for details.

If a non-critical incident occurs, the Health and Safety Officer must:

- Review the matter in relation to existing work health and safety measures.
- Compile a report on the incident and how similar incidents could be prevented in future.
- Submit the report to the *Audit and Risk Committee* for review.

Recording and communicating outcomes

Once the matter is resolved, the *Risk Register* must be updated accordingly, and the outcome must be clearly communicated to:

- The individual who reported the hazard or risk
- Relevant committees
- The relevant Boards
- Stakeholders

All staff members, students, and any other persons who may be affected by the outcome.

Policy Implementation and Monitoring

The *Corporate Governance Board* delegates responsibility for the day-to-day implementation of this policy to the *Audit and Risk Committee*.

Related documents

Safe Work Australia Model Work Health and Safety Act - <https://www.safeworkaustralia.gov.au/system/files/documents/1702/model-whs-act-21march2016.pdf>

Safe Work Australia Guide to the Model Work Health and Safety Act - <https://www.safeworkaustralia.gov.au/system/files/documents/1702/guide-to-the-whs-act-at-21-march-2016.pdf>

Safe Work Australia Model Work Health and Safety Regulations - <https://www.safeworkaustralia.gov.au/system/files/documents/1703/model-whs-regulations-28nov2016.pdf>

Safe Work Australia Model Codes of Practice - https://www.safeworkaustralia.gov.au/resources_publications/model-codes-of-practice

Definitions

Corporate Governance Board: the governing body responsible for oversight of all higher education operations, including the ongoing viability of the institution and the quality of its higher education delivery. The *Corporate Governance Board* guides Management and delegates responsibility for academic matters to the *Academic Board*.

Review schedule

This policy will be reviewed by the *Corporate Governance Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	13/11/2017		13/11/2020

▲ Related Documents	
↗	Anti-Discrimination Policy
↗	Compliance Framework Policy
↗	Critical Incident Response Policy

➡ Risk Management Policy
➡ Risk Register
➡ Business Continuity Plan

End of document: "Work Health and Safety Policy"

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