

Health and Safety Policy

Policy Category			
Document Owner			
Responsible Officer	Chief Executive Officer		
Review Date			
Related Documents	<i>Business Continuity Plan Critical Incident Management Procedure Discrimination, Bullying and Harassment Prevention Policy Facilities and Resources Plan Governance Charter Health and Safety Procedure Legislative and Regulatory Compliance National Code Compliance Risk Management Plan Staff Code of Conduct Staff Misconduct Procedure Student Code of Conduct Student Misconduct Policy Student Support Framework Workforce Plan 2018-2024</i>		
Version	Authorised by	Approved	Effective Date
1.1			

1. Context

This Policy supports Waratah Institute's (the 'Institute') commitment to the health, safety and wellbeing of its students, staff and affiliates.

2. Definitions

Affiliate: any person appointed or engaged by Waratah Institute to perform duties or functions for the institution other than students and staff, and including members of advisory committees and governing bodies, contractors, consultants, and agency staff.

Incident: any event related to Waratah Institute's operations which resulted, or could have resulted in, an injury, illness or other harm to the Institute's students, staff, contractors, visitors or members of the public (e.g. fall, electric shock, aggressive and intimidating behaviour, offensive language).

Hazard: anything related to Waratah Institute's operations which could result in an injury, illness or other harm to the Institute's students, staff, contractors, visitors or members of the public (e.g. improper electrical wiring, extreme heat, person under the influence of alcohol or illegal drugs on Waratah Institute's premises).

Risk: the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

3. Scope

This Policy applies to Waratah Institute's students, staff and affiliates.

4. Policy Principles

The key principles informing this Policy are:

- reasonably practicable measures for ensuring that the health and safety of staff, students, visitors, and contracted workers is safeguarded;
- shared responsibility for identifying and reporting any health and safety issues as they arise, and for responding appropriately;
- understanding of, and compliance with, legislative and regulatory obligations; and
- implementation of a cooperative, consultative and risk-based approach to health and safety.

5. Policy Details

Waratah Institute's Corporate Board is ultimately accountable for the health and safety of its students, staff, contractors and visitors.

Waratah Institute management is responsible for developing, implementing, maintaining and reviewing systems and processes for:

- complying with legislative and regulatory obligations;
- promoting a culture of health, safety and wellbeing;
- providing adequate health and safety training to staff;
- managing issues as they arise;
- ensuring adequate resourcing, accessibility and effectiveness of required activities;
- adequate management of residual risks and hazards;
- a safe environment;
- emergency planning;
- implementing a cooperative and consultative approach to health and safety;
- effective and timely communications;

Individual staff members, students, contractors and visitors are responsible for:

- complying with Waratah Institute's health and safety directives as articulated in relevant policies and procedures;
- undertaking any work health and safety training or induction provided;
- ensuring that their own health and safety and that of others is in no way compromised by their actions; and
- reporting any perceived or actual hazard or incident and, where safe to do so, acting to eliminate or reduce the hazard or the effects of the incident.

Waratah Institute management nominates Waratah Institute staff members as required to assist in discharging its health and safety duties, e.g. with regard to first aid, facilities or general health and safety matters.

1. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct*

and *Misconduct Procedure*, which can be accessed from the Waratah Institute's website.

2. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Waratah Institute's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

6. References

Work Health and Safety Act 2011 (NSW)

Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standards 3.2

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 6

7. Acknowledgements

In developing this Policy, Waratah Institute acknowledges:

- *TEQSA Guidance Note: Wellbeing and Safety;*
- *SafeWork NSW: Employer and Business Obligations; and*
- *Comcare: Guidance for Officers in Exercising Due Diligence.*

Document History:

Version	Date	Author	Reason	Sections
0.1	6/6/2017		Reviewed by Judyth Sachs, Rae-Anne Medforth (HR consultant) and Management committee	All
0.2	21/6/2017	Lincoln Aleck	Include 'Reporting' in section 2.2 as per AB meeting	2.2
0.3	31/05/2018	Julien Marechal	Revised on the Executive Management Committee's feedback from its 22/05/2018 meeting	All
1.0	3/10/2018	Julien Marechal	Amended as per the Corporate Board's comments at its 27/09/2018 meeting	5
1.1	30/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All