

WORK HEALTH AND SAFETY POLICY

Section 1 - Purpose and Scope

Purpose

- (1) This Policy:
- (a) sets out the College's commitment to the health, safety and welfare of staff, students and visitors across all its campus-related activities; and
 - (b) identifies the consultation and responsibilities that are in place to support this commitment.

Scope

- (2) This Policy applies to all:
- (a) staff (full-time, permanent, part-time and casual);
 - (b) students;
 - (c) visitors, including contractors to the ACPE campus.
- (3) This Policy supports the College's compliance with the *Work Health and Safety Act 2011* (NSW), the *Work Health and Safety Regulations 2017* (NSW) and associated requirements.

Section 2 – Definitions

- (4) In this Policy:
- (a) **Hazard** means a situation or thing which has the potential to cause harm to an individual or group of individuals.
 - (b) **Incident** means a specific incident that may include:
 - i. the death of a person;
 - ii. serious injury or illness; and / or
 - iii. any incident or incidents that may be dangerous to a person.
 - (c) **Psychosocial (hazard)** (as defined in the *Work Health and Safety Regulation 2017*) means a hazard that:
 - (i) arises from, or relates to –
 - the design or management of work, or
 - a work environment, or
 - plant at a workplace, or
 - workplace interactions or behaviours, and
 - (ii) may cause psychological harm, whether or not it may also cause physical harm.
 - (iii) can create stress (body's reaction when a worker perceives the demands of their work exceed their ability or resources to cope). Stress itself is not an injury but if it becomes frequent, prolonged or severe it can cause psychological and physical harm.
 - (d) **Workplace** means a place where work, study or research is carried out for the College and includes any place (including vehicles or vessels) where a worker

goes, or is likely to be, while working, teaching, studying or undertaking research.

Section 3 – Policy Statement

ACPE'S Commitment

- (5) The College takes a proactive and consultative approach to provide and maintain a safe and healthy environment for work and study. ACPE takes reasonable care to ensure the health, safety and welfare of students, staff, contractors and visitors to the campus by:
- (a) Preventing, so far as is reasonably practicable, incidents, injuries and illness on campus, including psychosocial hazards or exposure to risks to staff's physical health and safety.
 - (b) Promoting and enhancing holistic health and wellbeing (physical, emotional and psychosocial).
 - (c) Developing safe working systems which include safe practice, procedures, working environments, workplace behaviours, and equipment to a standard where associated hazards are identified, risks assessed, mitigated and controlled;
 - (d) Ensuring that it informs and supervises all staff and visitors as required under relevant work health and safety (WHS) systems and procedures.
 - (e) In consultation with staff:
 - (i) setting and implementing WHS objectives and performance standards; and
 - (ii) measuring and communicating with staff progress towards these meeting these standards.
 - (f) Implementing and monitoring proactive and robust risk management strategies to eliminate and / or control hazards.
 - (g) Consulting with staff on decisions that may have an impact on their health, wellbeing and safety and giving staff the opportunity to express their views and to contribute to resolving WHS issues in the workplace. Where staff are represented by a health and safety representative, the consultation must involve that representative.
 - (h) Ensuring timely reporting and investigation of incidents, injuries and unsafe conditions to reduce the likelihood of a recurrence.
 - (i) Ensuring that instances of Sexual Assault and Sexual Harassment and /or Bullying and Harassment is reported on and addressed as captured in the related policies.
 - (j) Ensuring that the campus proactively prevents situations in which sexual assault, sexual harassment, harassment or bullying can occur and providing adequate information to students and staff on what it is, how to report it and where to seek help.

- (6) The College reserves the right to inspect the home working environment of staff working from home.

Responsibilities

- (7) The Board of Directors, the Chief Executive Officer and Senior Management take health, wellness and safety obligations seriously, recognising that this is a shared responsibility.

Risk and Audit Committee

- (8) The Risk and Audit Committee (established by the ACPE Governance Charter) has a mandate to oversee, report to and advise the Board of Directors, in respect of risk and management. This includes matters relating to work health and safety.

The Chief Executive Officer (CEO)

- (9) The CEO has overall responsibility for the Work Health and Safety Policy which includes ensuring that the policy objectives are regularly measured and monitored by the Senior Management Team and that appropriate resources are allocated to ensure this.
- (10) The CEO provides a report to the Board of Directors on WHS matters at least annually.

HR Officer

- (11) The HR Officer is responsible for the ongoing development, approval, implementation, awareness and efficacy of the Policy and the underlying processes and documentation.

Executive Team

- (12) Executive Team is responsible for ensuring that staff:
- (a) are aware of the Policy and associated Procedure; and
 - (b) demonstrate a commitment to health and safety by taking initiative in identifying, preventing and addressing any potential conditions or processes that may cause harm to themselves or others.

All Staff

- (13) All staff are responsible for:
- (a) ensuring they comply with this Policy and associated Procedure, and any relevant legislative requirements; and
 - (b) identify, prevent and correct conditions or practices that may pose a risk to anyone on campus.

Students and Visitors

- (14) All students and visitors have to take responsibility for their own health and safety and the safety of others while on College premises (and for students, at other locations when involved in College-related activities). This requires:
- (a) complying with all health and safety requirements;
 - (b) following the directions on health and safety from those who have specific responsibilities in the relevant circumstances; and
 - (c) contributing to the improvement of safety standards as appropriate and reporting unsafe conditions and incidents.

Work Health and Safety Committee

- (15) The Work Health and Safety Committee (WHS Committee) reports to the Senior Management Team and the CEO. The Committee is required to make recommendations to Senior Management relating to:
- (a) safe working systems, safe practice, procedures, working environments and equipment;
 - (b) work health and safety training and
 - (c) communicating and promoting workplace health and safety matters throughout ACPE.

Section 4 - Procedures

- (16) Work Health Safety Procedures.

Section 5 – Guidelines

- Laboratory Safety Guidelines – Staff
- Laboratory Safety Guidelines - Students

Related documents

This Policy should be read in conjunction with but is not limited to:

- Work Health and Safety Procedure
- Work Health and Safety Committee Terms of Reference
- Work Health and Safety Schedule for Inspections
- Student Code of Conduct
- Staff Code of Conduct
- Critical Incident Policy and Procedure
- Audit and Risk Governance Framework
- Sexual Assault and Sexual Harassment (Students) Policy and Procedure
- Equal Employment Opportunity, Discrimination, Harassment and Workplace Bullying Policy
- Diversity, Equity and Inclusion Policy

Legislation:

- Work Health and Safety Act 2011 (NSW)

- Work Health and Safety Regulations 2017 (NSW)
- SafeWork NSW
- SafeWork - Managing psychosocial hazards at work Code of Practice
- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Document Administration

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| Version 4: | <p>June 2007 - Document first developed and implemented. Subsequent updates to reflect new templates, legislative and organisational changes.</p> <p>April 2022 – Amendment to include reference to the home working environment.</p> <p>V4 April-May 2023: Updated to new template and inclusion of psychosocial hazard and risk [<i>Work Health and Safety Amendment Regulation 2022</i> [NSW]].</p> |

Unless otherwise indicated, this Policy will still apply beyond the Review date.