

## POLICY DOCUMENT

# WORK HEALTH AND SAFETY POLICY

## 1 Purpose and Scope

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The College aims to ensure through wide consultation and input the health, safety and welfare of staff, students and visitors in all its activities on campus.

### Scope:

This Policy applies to:

- All ACPE Staff (full-time, permanent, part-time and casual)
- All ACPE students
- ACPE visitors, including contractors

## 2 Policy

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### 2.1 ACPE's Commitment

ACPE is committed to proactive and consultative approach to provide and maintain a safe and healthy environment for work and study. All reasonable care shall be taken to ensure the health, safety and welfare of students, staff, contractors and visitors to the campus by:

- i. Preventing incidents, injuries and illness on campus
- ii. Promoting and enhancing holistic health and wellbeing (physical and emotional)
- iii. Developing safe working systems which include safe practice, procedures, working environments and equipment to a standard where associated hazards are identified, risks assessed, mitigated and controlled;
- iv. Ensuring that it informs and supervises all staff and visitors as required under relevant WHS systems and procedures.

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- v. In consultation with staff, setting and implementing WHS objectives and performance standards. Measuring and communicating with staff progress towards these meeting these standards.
- vi. Implementing and monitoring proactive and robust risk management strategies to eliminate and / or control hazards
- vii. Consulting with staff on decisions that may have in impact on their health, wellbeing and safety;
- viii. Ensuring timely reporting and investigation of incidents, injuries and unsafe conditions to reduce the likelihood of a recurrence;
- ix. 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; and
- x. 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.

## **2.2 Responsibilities**

The Board of Directors and senior management take health, wellness and safety obligations seriously, but acknowledge that this requires a shared responsibility.

### **2.2.1 The CEO and Dean:**

The CEO and Dean has overall responsibility for the 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. The CEO and Dean provides a report to the Board of Directors.

### **2.2.2 Director of Student Services and Campus Wellbeing**

The Director of Student Services and Campus Wellbeing is responsible for the ongoing development, approval, implementation, awareness and efficacy of the policy and the underlying processes and documentation.

### **2.2.3 Senior Management Team**

Senior management shall be responsible for ensuring that all staff on campus are aware of the policy, 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.

#### **2.2.4 All staff**

All staff on campus are responsible for ensuring that they comply with this policy and the procedures associated with it, in identifying, preventing and correcting conditions or practices that may pose a risk to anyone on campus.

#### **2.2.4 Students and visitors**

All students and visitors have to take responsibility for their own health and safety and the safety of others. This requires compliance with all workplace or activity health and safety requirements, following the directives of those who are specific responsibilities in this regard and contributing to the improvement of safety standards and reporting unsafe conditions and incidents.

#### **2.2.5 Health and Safety Committee**

The Health and Safety Committee reports to the Senior Management Team and the CEO and Dean. The committee is required to make recommendations to Senior Management relating to:

- i. Safe working systems, safe practice, procedures, working environments and equipment;
- ii. Workplace health and safety training and
- iii. Communication and promotion of the workplace and safety throughout the workplace.

### **3 Related Documents**

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#### ***College policies and procedures:***

- Student Code of Conduct
- Student Code of Conduct
- Critical Incident Policy and Procedure
- Audit and Risk Governance Framework
- Sexual Assault and Sexual Harassment Prevention Strategy
- EEO, Bullying and Harassment Policy

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**Legislation:**

- [Work Health and Safety Act 2011 \(NSW\)](#)
- [SafeWork NSW](#)
- [Tertiary Education Quality and Standards \(TEQSA\) Act 2011 \(Cth\)](#);
- [Higher Education Standards Framework \(Threshold Standards\) 2015](#);
- [Education Services for Overseas Students Act 2000 \(Cth\)](#);
- [Education Services for Overseas Students Regulations 2001](#);
- [Migration Act 1958 \(Cth\)](#);
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#);
- [The Higher Education Support Act 2003 \(Cth\)](#);
- [Privacy Act 1988 \(Cth\)](#).

## 5 Document Administration

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<b>Policy Name &amp; Code:</b>			Work Health and Safety Policy (POL-35)
<b>Policy Owner:</b>			CEO and Dean
<b>Approval Authority:</b>			ACPE Board of Directors
<b>Next Review:</b>			September 2023
<b>Approval Date</b>	<b>Effective Date</b>	<b>Version</b>	<b>Summary of changes</b>
27.06.07	07.07.07	2.1	Policy reviewed and approved by the Dean and Head of College, ACPE CEO and Board of Directors.
21 Sept 2020	22 Sept 2020	3	<ul style="list-style-type: none"><li>• Policy format updated to reflect current ACPE policy template.</li><li>• Policy revised to suit current organizational structure</li><li>• Job titles updated.</li><li>• Legislation references updated.</li><li>• Policy title changed to reflect recent legislation.</li><li>• Related documents section added to include related ACPE policies and related government legislation.</li></ul>

\* Unless otherwise indicated, this policy will still apply beyond the review date.

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