

## WORK HEALTH AND SAFETY POLICY AND PROCEDURE

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<b>Governing Authority</b>			
<b>Responsible Officer</b>	General Manager		
<b>Related Documents</b>	Critical Incident Policy (and related Procedure) Student Code of Conduct Work Health and Safety Act 2012 (SA) Occupational Health and Safety Act 2004 (VIC) Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students (ESOS) Act 2000		

\* Unless otherwise indicated, this Policy and Procedure will still apply beyond the review date.

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## 1. PURPOSE

The Work Health and Safety Policy and Procedure provides clear direction as to the responsibility and manner in which staff, students, and all stakeholders of Adelaide Institute of Higher Education (AIHE) are to conduct themselves in accordance with the requirements of work health and safety (WH&S) legislation.

## 2. SCOPE

This Policy applies to all students, staff, consultants, visitors and other stakeholders who utilise and/or access AIHE sites or workplace.

## 3. POLICY STATEMENT

3.1 AIHE is committed to providing and maintaining a safe, healthy and hazard free work and study environment for all staff, temporary staff, contractors, students, clients and visitors.

AIHE will:

- provide appropriate resources to ensure compliance with the Work Health and Safety Act 2012 and other requirements as prescribed from time to time;
- ensure a risk management process that specifically relates to the diversity of the workplace;
- ensure continuous improvement aimed at the elimination of work-related injury and illness;
- provide appropriate WH&S training to staff, temporary staff, students and contractors;
- implement a consultation process with all staff, temporary staff, students and contractors to ensure the decision- making process is transparent and inclusive;
- disseminate WH&S information to all staff, temporary staff, contractors, students and visitors as appropriate and in a timely manner; and
- implement WH&S policy quickly and clearly.

3.2 In the event of an accident or injury the Accident/Injury Report Form is to be completed by the most senior person on site at the time of the incident. The form is to be submitted to the General Manager of AIHE by close of business the day of the accident or injury. The General Manager of AIHE will be responsible for managing all processes following the accident/injury report.

## 4. PROCEDURES

### 4.1 Student WH&S awareness

AIHE will ensure that students are provided with the appropriate WH&S training required to meet the relevant industry regulatory body's requirements and the student's safety.

### 4.2 Staff & contractor WH&S awareness

AIHE will ensure that all staff are provided with training that meets the industry regulatory body's requirements and ensures the staff safety and capacity to maintain safe working and learning environments.

### 4.3 Accident, injury or critical incident

For critical incidents refer to the AIHE Critical Incident Policy and related Procedure.

In the event of an accident or injury the Accident/Injury Report Form is to be completed by the most senior person on site at the time of the incident.

The form is to be submitted to the General Manager (GM) of AIHE by close of business the day of the accident or injury.

The General Manager of AIHE will be responsible for managing all processes following the accident/injury report.

#### **4.4 Evacuation**

All AIHE students and personnel are to abide by the relevant:

- Emergency Evacuation Plan for their building or site (as required under local building codes); and
- the instructions of the Evacuation Warden for the floor and/or building.

Each site's Emergency Evacuation Plan are required to be displayed in prominent areas of the building.

Evacuation drills are to be conducted in accordance with local legislative requirements.

#### **4.5 Smoking**

All venues utilised by AIHE are smoke free zones. Persons wishing to smoke cigarettes, cigars, etc may do so outside, and away from the school facilities.

Smokers are required to dispose of cigarette butts appropriately.

Anyone found to be smoking within the school facilities will face disciplinary action.

#### **4.6 Prohibited substances**

In relation to students, refer to AIHE Student Code of Conduct Policy.

AIHE enforces a zero-tolerance policy in relation to prohibited substances and students, staff, contractors or visitors found to be under the influence, or providing to any other person alcohol or illicit drugs, will face disciplinary repercussions which may include expulsion or termination of enrolment/employment/contract.

AIHE requires students, staff and contractors to complete the Disclosure of Disability or Medical Condition Confidentiality Advise Form if they are required to take prescribed medication which impairs their capacity to participate safely in their studies or workplace.

#### **4.7 Illness and disease control**

AIHE is committed to reducing the possibility of cross infection of illness and disease.

All students, staff, consultants and visitors are strongly encouraged to:

- confidentially advise either the General Manager or line supervisor if they have an illness or disease that may be infectious under certain circumstances e.g. influenza, hepatitis, AIDS, etc., so that AIHE can assist them to benefit from the learning and work environment to the utmost whilst reducing the risk of complications or cross-infection; and
- not attend training sessions or the workplace if they have an infectious illness or disease that has not been reported to AIHE and strategies implemented to reduce the risk of cross infection.

All students, staff, consultants and visitors are required to:

- report all injuries immediately for infection control first aid;

- cover and keep covered at all times all open wounds and/or sores;
- use the washing facilities provided in the toilets;
- clean up after themselves and place all and any litter in the bins provided; and
- not share crockery or cutlery.

*Note:* AIHE reserves the right to request a student, staff member or other stakeholder that is obviously or strongly suspected of being infectious to leave the premises and seek a medical clearance before they return.

## **5. ROLES AND RESPONSIBILITIES**

### **5.1 General Manager**

The General Manager has ultimate responsibility for ensuring:

- adequate human and financial resources are available to meet the legislative obligations of the Work Health and Safety Policy;
- WH&S policies and procedures are implemented, audited and reviewed; and
- all employees are aware of their rights and responsibilities in relation to Work Health and Safety relevant to government legislation (refer to related documents) and other requirements as prescribed from time to time.

The General Manager is also responsible for:

- ensuring the work, health, safety and welfare of staff, temporary staff, contractors and students they supervise or visitors who enter the premises;
- identifying, evaluating and controlling hazards specifically within their area of control and throughout the workplace;
- evaluating workplace practices with a view to mitigating hazards;
- all staff and students under their supervision comply and understand AIHE policies and procedures;
- training needs identification and provision of relevant training; and
- participation and involvement of staff and others in injury management and rehabilitation programs as necessary and appropriate.

### **5.2 Staff**

All AIHE staff are responsible for:

- ensuring a safe work and study environment by reporting to their Manager/Supervisor:
  - incidents, events or situations that may be hazardous;
  - behaviour of other staff, temporary staff, contractors, students, clients or visitors that is hazardous;
- complying with AIHE policies and procedures; and
- undertaking and participating in training, injury management and rehabilitation programs as necessary and appropriate.

### **5.3 Students**

All students are responsible for their own safety and that of other participants by:

- ensuring that their behaviour does not put them or others in harm's way; and
- reporting to a staff member any situation that may be hazardous.

## 6. DEFINITIONS

6.1 See the AIHE Glossary of Terms for definitions.

### Document Control

Version #	Date	Key changes
1.0	23/02/2018	Approved by Council
1.0a	30/05/2019	Format updated; reviewed, minor editorial changes
1.1	13/08/2020	Reviewed; amended 4.3 to clarify scope of Critical Incident Policy
2.0	16/12/2021	Update to Threshold Standards reference and clause 4.4 reference to local evacuation requirements
2.1	15/12/2022	Updated to include reference to Occupational Health and Safety Act 2004 (VIC) for the Melbourne campus and amended reference to South Australia to refer to all government legislation as it applies.