


POLICY		
Ref. to Legislative Frameworks: HESF2015: Standard 2.1 / 2.3 / 3.3 SRTO2015: Standard 1.3 / 7.4 / 8.5 / 8.6 National Code 2018: Standard 6 / 11	Work Health and Safety (WHS)	
Version: 3.0	Policy Owner: Chief Executive Officer	Issued on: 06/04/2018 Review by: 06/04/2020

Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
3.0	New	General Manager, Operations and Risk Management	06/04/2018

PURPOSE

This policy provides the guidelines in maintaining safe and healthy premises in which AAPoly staff, students and third-parties can carry out their relevant activities effectively.

POLICY STATEMENT

AAPoly maintains a safe and healthy work and study environment for staff and students and complies with the relevant legislations and regulatory requirements regarding safety and wellbeing.

SCOPE

This policy applies to AAPoly premises, staff, students and visitors.

DEFINITION

Hazard Any source or situation with a potential for harm in terms of:

- Injury or illness;
- Damage to property/equipment; or
- Damage to the environment.

Risk Effect of uncertainty on objectives

- a) An effect is a deviation from the expected; positive or negative;
- b) Objectives may have different aspects and can apply at different levels;
- c) Often characterised by reference to potential events and consequences or a combination of these;
- d) Often expressed in terms of a combination of an event and the associated likelihood of occurrence;
- e) Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequence or likelihood

In the context of WHS, any potential injury or harm, the likelihood and consequence of that injury or harm occurring.

Incident An occurrence that has an adverse impact on people, including events that result in injury, illness, equipment failure, or “near misses” when there is potential for injury.

First Aid Provision of on-site first aid assistance to a person affected by an accident in the workplace.

POLICY GUIDELINES AND PRINCIPLES

AAPoly is committed to:

- a) securing and promoting the health, safety and welfare of people at work.
- b) promoting a workplace that meets the physical and psychological needs of people
- c) providing for consultation and cooperation between employers and employees
- d) identifying, assessing and eliminating or controlling risks to health and safety at work

RESPONSIBILITIES

WHS Committee and WHS Representatives

- develop and implement WHS programs
- identify hazards, assess risk and implement control strategies to minimise the risk of injury to people and property
- ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced
- encourage fellow employees/contractors/students to create and maintain a safe and healthy work environment
- ensure Fire Wardens and First Aiders are nominated and adequately trained
- ensure WHS equipment and items are available
- perform WHS inspections
- receive reports from the Designated Head (Student Services) about critical incidents and review the implications on WHS programs
- report regularly to the Senior Management Team

Employees/Contractors/Students – are responsible to:

- adhere to safe work practices, instructions and rules;
- immediately report any unsafe work condition or equipment to WHS committee or WHS representative;
- not misuse, damage, refuse to use, or interfere with anything provided in the interest of Work Health and Safety;
- perform all work duties in a manner which ensures individual health and safety and that of all other employees/contractors/students;
- encourage fellow employees/contractors/students to create and maintain a safe and healthy work environment; and
- co-operate with all other employees/contractors/students to enable the health and safety responsibilities of all employees to be achieved.

Course Coordinators and Heads of Department –They are responsible to:

- ensure that the workplace under their control is safe and without risks to health - they will always be held accountable for identifying any unsafe or unhealthy conditions or behaviour;
- ensure that the behaviour of all persons in the workplace is safe and without risks to health; and
- attempt to remedy all problems relating to Work Health and Safety. If they do not have the authority to fix the problem, they will be held accountable for reporting

the matter promptly, together with any recommendations for remedial action, to their manager who does have the necessary authority. The course coordinator/head of department or manager who does have the necessary authority will be held accountable for taking prompt remedial action to eliminate any unsafe or unhealthy conditions or behaviour.

Directors and Senior Management Team – They are responsible to:

- identify hazards, assess risk and implement control strategies to minimise the risk of injury to people and property;
- ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced;
- ensure that WHS policy and programs are effectively implemented in their areas of control and support supervisors and hold them accountable for their specific responsibilities.
- encourage consultation in addressing safety issues;
- design, purchase, install and maintain a safe site and machinery;
- develop and implement safe systems of work;
- promote and maintain WHS policy and procedure; and
- provide adequate safety information, training and supervision

Senior Management Team – is responsible to:

- review the measures taken to ensure the health, safety and welfare of persons at the place of work;
- investigate any matter that may be a risk to health and safety at the place of work;
- attempt to resolve any matters arising, but if unable to do so, to request an investigation by an inspector for that purpose; and
- record recommended actions on Continuous Improvement Plan.
- The CEO ensures that the recommended actions are taken and reported to the Board of Directors at their scheduled meetings.

FEEDBACK

Queries or feedback about this policy should be directed to the CEO through suggestionstotheceo@aapoly.edu.au. The CEO will respond in writing to the feedback or enquiries within two (2) weeks, unless an extenuating circumstance requires an immediate response or action. Any material changes to this policy because of the feedback will be documented in the version control register and utilised as part of continuous improvement and quality assurance of AAPoly.

REFERENCES

Source	Document Title	Version/Date
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework (Threshold Standards)	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018