


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

Revision History

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

PURPOSE

This procedure details the actions to maintain a safe and healthy environment 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 legislation and regulatory requirements regarding safety and wellbeing.

SCOPE

This procedure 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.

PROCEDURE

1. Work Health and Safety Inspection

- 1.1. The designated Work Health and Safety (WHS) representative of each campus carries out a minimum of two WHS inspections of the premises each year (one every 6 months).
- 1.2. The WHS representatives keeps a record of hazards identified and actions undertaken by using AAPoly's WHS Workplace Inspection Checklist to rectify or control those hazards.
- 1.3. The WHS representatives report the outcome of inspection to the WHS Committee for review.

2. General guidelines

- 2.1. Directors are committed to providing a safe and healthy work environment for all employees and students. Every reasonable effort is made to prevent accidents, protect employees and students from injury, and promote the health, safety and welfare of all employees and students.
- 2.2. AAPoly will make available appropriate resources to ensure that it complies in all respects with relevant Work Health and Safety legislation, and to ensure that the workplace is a safe and healthy work and study environment.

3. The Senior Management Team

- 3.1. The Senior Management Team (SMT) consults with WHS Committee on work health and safety issues.
- 3.2. The SMT will try to reach consensus on all aspects of the organisation's WHS policy and program. The SMT liaise with all staff and management as required on matters relating to work health and safety and students' safety and wellbeing.

4. The Work Health and Safety (WHS) Program

- 4.1. The WHS Committee implements a program of WHS activities and procedures which will be carried out and continually reviewed.
- 4.2. This program relates to all aspects of Work Health and Safety including:
 - a) WHS training and education;
 - b) review of work design, workplace design and standard work methods;
 - c) changes to work methods and practice, including those associated with technological change;
 - d) safety rules, including penalties;
 - e) emergency procedures and drills;
 - f) provision of WHS equipment, services and facilities;
 - g) workplace inspections and evaluations;

- h) reporting and recording of incidents, accidents, injuries and illnesses; and
- i) provision of information to employees/students.

5. WHS Contacts

Bourke Street Campus (Melbourne)	Contact	Email	Telephone
During Office Hours	Eric Zhang	e.zhang@aapoly.edu.au	0386104109
After Hours	Eric Zhang	e.zhang@aapoly.edu.au	0386104109
First Aid Contact	Tracy Huang	t.huang@aapoly.edu.au	0386104170

Swanston Street Campus (Melbourne)	Contact	Email	Telephone
During Office Hours	Reece Thomas	r.thomas@aapoly.edu.au	0386104188
After Hours	Reece Thomas	r.thomas@aapoly.edu.au	0386104188
First Aid Contact	Reece Thomas	r.thomas@aapoly.edu.au	0386104188

Kent Street Campus (Sydney)	Contact	Email	Telephone
During Office Hours	Prasad Menon Robert Cutuli	p.menon@academies.edu.au r.cutuli@academies.edu.au	0420524505 0433280123
After Hours	Prasad Menon	p.menon@academies.edu.au	0420524505
First Aid Contact	Robert Cutuli	r.cutuli@academies.edu.au	0433280123

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 procedure 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