

## POLICY & PROCEDURE



<p>Ref. to Legislative Frameworks:</p> <p>HESF2021: Standard 2.1 / 2.3</p> <p>SRTO2015: Standard 1.3 / 7.4 / 8.5 / 8.6</p> <p>National Code 2018: Standard 6 / 11</p> <p>Occupational Health and Safety Act 2004 (Vic)</p> <p>OHS Regulations 2017 Standard 26 / 27 / 28 (Vic)</p> <p>Work Health and Safety Act 2011 (NSW)</p> <p>Work Health and Safety Regulation 2017 (NSW)</p> <p>Work Health and Safety Act 2020 (WA)</p> <p>Work Health and Safety (General) Regulations 2022 (WA)</p>	<h3>Health Safety and Wellbeing</h3>		
<p><b>Version: 4.0</b></p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Procedure Owner: Chief Executive Officer</p> </td> <td style="width: 50%;"> <p><b>Issued on: 20/02/2025</b> <b>Review by: 20/02/2027</b></p> </td> </tr> </table>	<p>Procedure Owner: Chief Executive Officer</p>	<p><b>Issued on: 20/02/2025</b> <b>Review by: 20/02/2027</b></p>
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### Revision History

Current Version	Description of Change	Procedure Writer(s)	Effective Date
4.0	<p>Update procedures to reflect legislation for Vic, NSW and WA and to reflect current staffing</p> <p>Changed the name of the policy from Work Health and Safety to Health Safety and Wellbeing</p>	Compliance Officer and Compliance Manager	20/02/2025
3.0	New	General Manager, Operations and Risk Management	06/04/2018

## PURPOSE

The purpose of this policy and procedure is to ensure Academies Australasia Polytechnic (AAPoly) complies in all respects with the key Work Health and Safety (WHS)<sup>1</sup> legislative instruments, standards, and codes of practices to ensure optimal levels of health and safety among its staff.

## POLICY STATEMENT

AAPoly maintains a safe and healthy work environment for staff and students and complies with the relevant legislation and regulatory requirements regarding safety and wellbeing. This commitment extends to ensuring that all operations within the AAPoly premises do not place anyone at risk of physical or psychological injury, illness, or harm, or cause property damage so far as is reasonably practicable. This includes securing and promoting the health, safety, and welfare of people at work; fostering a working environment that meets the physical and psychological needs of individuals; providing for consultation and cooperation between employers and employees; identifying, assessing, and eliminating or controlling risks to health and safety; and maintaining an effective process for reporting and resolving physical and psychological health and safety issues.

## SCOPE

This procedure applies to AAPoly employees across all AAPoly campuses and locations where educational activities, training, and operations take place and should be read together with the following policies and procedures:

- [Critical Incident Management Policy and Procedure](#)
- [Sexual Assault and Sexual Harassment Policy](#) and [Procedure](#)
- Bullying, Harassment, and Discrimination Prevention & Response Policy and Procedure.

To report a hazard or incident use the following form: [Incident and Hazard Reporting Form](#).

## DEFINITIONS

### AAPoly premises

Places where work, study or classroom activities are carried out for the AAPoly colleges and while working, teaching, studying or undertaking classroom activities.

### First Aid

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

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<sup>1</sup> The term "Work Health and Safety (WHS)" is used throughout this document for consistency across all campuses. However, in Victoria, workplace safety is governed by the **Occupational Health and Safety Act 2004 (Vic)** and the **Occupational Health and Safety Regulations 2017 (Vic)**. Any references to WHS in this document should be interpreted as including the relevant Victorian OHS legislation where applicable.

## **Incident**

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

## **Hazards**

Hazards are the situations or things at the workplace that could potentially harm a person. These include, but are not limited to:

- Physical, such as exposure to loud noises, tripping hazards, or manual handling
- Biological, such as exposure to toxins or viruses
- Chemical, such as breathing, eating or drinking hazardous chemicals
- Psychosocial, such as negative workplace interactions or behaviour.

## **Risk**

The possibility of harm, injury, damage, or loss arising from potential hazards in a given environment. These hazards may include electrical faults, exposed or faulty wiring, improperly secured cables, wet or slippery floors, water leakages, plumbing malfunctions, structural weaknesses, fire hazards, and any other conditions that may pose a threat to health, safety, or wellbeing.

## **POLICY**

AAPoly is committed to:

- Ensuring a workplace that is safe and healthy for staff; free from environmental risks; and compliant with applicable WHS legislation, national standards, and codes of practice.
- Offering orientation training for all new staff and students, including Work Health and Safety (WHS).
- Consulting with employees and their representatives, regarding WHS decisions and workplace changes.
- Minimizing WHS risks through a documented process involving hazard identification, risk assessment, control implementation, and periodic review.
- Developing and monitoring procedures and guidelines related to WHS.
- Providing a clear policy and procedure of WHS accountabilities and responsibilities for personnel throughout the organization.
- Actively promoting the physical and psychological wellbeing of AAPoly employees.
- Monitoring, reporting, and addressing WHS performance outcomes to foster continuous improvement.
- Allocating sufficient resources to sustain healthy, safe, and supportive workplaces.
- Delivering relevant WHS information and training to all AAPoly employees to ensure they can safely fulfill their roles and responsibilities.

## PROCEDURE

### 1. Critical Incidents

1.1. Any Critical Incident ( a traumatic event, or threat that causes extreme stress, fear, or injury) that occurs on-campus is to be reported immediately to the CEO ((03) 86104193), and when necessary, emergency services (police, ambulance or fire brigade - dial 000).

Refer to the AAPoly's [Critical Incident Management Policy and Procedure](#) for further guidance.

### 2. Other Incidents and Hazards

2.1. Staff and students can report incidents, hazards, injuries, psychosocial stresses, and near misses in either of the following two ways:

- to a supervisor, manager, lecturer, trainer, staff member or
- by using AAPoly's [Incident and Hazard Reporting Form](#).

2.2. If not initially used, AAPoly's Incident and Hazard Reporting Form must be completed and submitted within 24 hours of the incident.

2.3. The report will be forwarded to the designated representative/body depending on the nature of the incident:

- **CEO** will receive reports on Critical Incidents. This includes incidents that are traumatic or threats that cause extreme stress, fear, or injury. Refer to the Critical Incident Policy and Procedure for how such cases will be managed)
- **Complaints Liaison Officer** will receive reports of stress, bullying, harassment, discrimination, and psychosocial hazards and risk. Refer to the Bullying, Harassment, and Discrimination Prevention Policy and Procedure for how such cases will be managed.
- **Student Counsellor** will receive reports of Sexual Assault Sexual Harassment (refer to the [Sexual Assault Sexual Harassment Procedure](#) for how such cases will be managed)
- **WHS Campus Representative** will receive reports of injury or illness, damage to property/equipment; or damage to the environment. Refer to 'Cases reported to the WHS Officer' below for how such cases will be managed.

### 3. Cases reported to the WHS Campus Representative

3.1 The WHS Campus Representative will oversee AAPoly's response to reports concerning injury or illness, damage to property/equipment, or damage to the environment.

3.2 The WHS Campus Representative may involve the WHS Committee or may work independently, depending on the case, to determine a course of action to respond to risks and hazards.

3.3 The WHS Representative and/or WHS Committee will use control measures for hazards such as the following:

- o change the design or layout of work areas to eliminate or minimise manual handling

- ensure workspace heights are appropriate to reduce the need for awkward postures
  - maintain floors and surfaces and repair any damage
  - use warning signs to warn workers of wet or potentially slippery floors and surfaces
  - ensure equipment is stored and used correctly
- 3.4** Corrective actions will be tracked and reviewed to ensure implementation and effectiveness.
- 3.5** Serious incidents will be escalated to CEO and external regulatory bodies as required. Refer to the AAPoly's [Critical Incident Management Policy and Procedure](#) for further guidance.

### **3 Work Health and Safety Inspections**

- 4.1** The designated WHS Campus Representatives of each campus will carry out a minimum of two WHS inspections of the premises each year (one every 6 months).
- 4.2** The WHS Campus Representatives of each campus will keep a record of hazards identified and actions undertaken by using AAPoly's WHS Workplace Inspection Checklist to rectify or control those hazards.
- 4.3** The WHS Campus Representatives will report the outcome of the inspection to the WHS Committee for review.

### **5 WHS Committee**

- 5.1** The WHS Committee oversees the development and implementation of WHS education and training and onboarding provisions.
- 5.2** The WHS Committee may be involved in responding to reports on hazards and risks and may implement control strategies to minimise the risk of injury to people and property.
- 5.3** The WHS Committee ensures the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced.
- 5.4** The WHS Committee encourages fellow employees/contractors/students to create and maintain a safe and healthy work environment.
- 5.5** The WHS Committee ensures Fire Wardens and First Aiders are nominated and adequately trained.
- 5.6** The WHS Committee ensures WHS equipment and items are available.
- 5.7** The WHS Committee receives WHS inspection reports from WHS Campus Representatives.
- 5.8** The WHS Committee reports regularly to the CEO.\

## **RESPONSIBILITIES**

### **CEO**

- The CEO is responsible for exercising due diligence to ensure that the business or undertaking complies with that duty or obligation and regularly reports on WHS risks to the Board of Directors.
- The CEO receives reports from the WHS Committee and inspects records of hazards and risks and the actions undertaken to ensure compliance with Work Health and Safety legislation and to ensure that the workplace is a safe and healthy work and study environment.

### **Directors**

- 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.
- Directors are responsible for ensuring appropriate resources are available for a safe and health work environment.

### **Employees/Contractors/Students**

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

## **FEEDBACK**

Queries or feedback about this procedure should be directed to the CEO through [suggestionstotheceo@aapoly.edu.au](mailto: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.

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## REFERENCES

Source	Document Title	Version/Date
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework (Threshold Standards)	2021
	National Code of Practice for Providers of Education and Training to Overseas Students	2018

## APPENDICES

AAPoly OHS Workplace Inspection Checklist

AAPoly OHS Workplace Inspection Checklist Register