



Health and Safety Policy

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1. PURPOSE

This *Health and Safety Policy* outlines the principles guiding the management of health and safety risks so that the Australis Business School (“Australis”) can foster a safe and healthy environment for its community, both on campus and online. It provides a framework for implementing a consultative, cooperative and risk-based approach to health and safety. This policy needs to be read in conjunction with the *Critical Incident Management and Business Continuity Policy and Procedure*.

This policy is developed in line with the legislation of the Occupational Health and Safety Regulations 2017 (OHS Regulations), built on the *Occupational Health and Safety Act 2004* (OHS Act).

2. SCOPE

This policy applies to all students and all staff of Australis, including academic and non-academic staff, board and committee members, internal and external stakeholders, as well as independent contractors and consultants. This policy covers all operations, activities and day-to-day decision-making under the direction of Australis.

This policy does not apply to critical incidents. For critical incident management, refer to the *Critical Incident Management and Business Continuity Policy and Procedure*.

3. DEFINITIONS

See the *Australis Glossary of Terms* for definitions.

4. POLICY STATEMENT

Australis is committed to providing and maintaining a safe and healthy environment, on campus and online, for students and staff. Australis complies with health and safety legislation, and regularly exercises due diligence in health and safety matters. Measures are taken to minimise all hazards and risks as far as reasonably practicable.

Health and safety risk management practices are integrated into Australis operations and functions, emphasising continuous improvement. Australis actively promotes a health, wellbeing and safety culture, including providing general information on students' safety and running regular awareness sessions. Staff are provided with instruction and training to provide and maintain a safe and healthy environment, and enable the Australis community to work and study safely. Staff and students are consulted on and engaged in matters relating to their wellbeing, health and safety.

5. POLICY PRINCIPLES

Australis acknowledges its moral and legal responsibility to provide a healthy and safe work environment for students, staff, contractors, visitors, volunteers and other members of the Australis community. Australis ensures staff and students do not place themselves or the local community at risk of illness or injury by taking all practicable steps to provide a safe and healthy work environment.

Australis is committed to:

- encouraging and nurturing a culture of positive behaviour, understanding, awareness and respect
- providing safe systems of work, equipment, buildings, plant and environment
- building awareness of health, safety and wellbeing issues through training, workshops and campaigns, and providing access to information and various support avenues
- complying with standards and legislative requirements, including the OHS Act
- training students, staff, contractors and volunteers, and providing them with information about health and safety in the work environment
- ensuring ongoing monitoring, measurement and continuous improvement of wellbeing, health and safety performance.

6. ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the overall implementation of the *Health and Safety Policy*, ensuring that health and safety measures are regularly monitored by the Board of Directors.

The Administration and HR Manager and Student Administration and Support Officers ensure that the first aid kit is kept in a prominent location which is easily identifiable and accessible. With a list of contents, the first aid kit contains adequate content for administering first aid. All items are kept in working order and used items are replaced immediately.

6.1 Information and training provided to staff and students

6.1.1 Staff information and training

Australis will ensure that at least one staff member with first aid training is available on campus whenever the campus is open.

All staff are provided with mandatory staff induction training that includes Australis provisions to promote and foster a safe environment on campus and online and how to manage critical incidents and support business continuity in alignment with the *Critical Incident Management and Business Continuity Policy and Procedure*. For further details

also refer to the *Professional Development and Scholarly Activity Policy and Procedure*, *Recruitment and Selection Policy and Procedure*.

Information will also be provided to staff regarding how to manage critical incidents and support business continuity in alignment with the *Critical Incident Management and Business Continuity Policy and Procedure*.

Australis's *Critical Incident Management and Business Continuity Policy and Procedure* will be tested from time to time (at least every two years) through scenario and simulation exercises. This risk mitigation action will be monitored by the Audit and Risk Committee and the BoD. This will inform continuous improvements in how Australis staff can be better trained to respond to crises. Australis will also carry out random annual fire and evacuation drills in order to minimise loss of life and injury in the case of fire or other events requiring evacuation of the building where the Australis campus is situated. For further details refer to the *Critical Incident Management and Business Continuity Policy and Procedure*.

6.1.2 Student information and training

All students will be given training on safety and security on campus and online. This will also be part of the mandatory Orientation Program. For further details refer to the *Student Orientation and Transition Policy and Procedure*.

There will be information provided to students regarding campus and online safety on Australis's website and highly visible throughout the campus (including what to do in the event of critical incidents such as when there is a fire). For further details refer to the *Critical Incident Management and Business Continuity Policy and Procedure*.

Australis will also conduct regular seminars, at least annually, for students about campus and online safety and what actions to take in the event of critical incidents.

Students are made aware of how they should respond to a critical incident, of relevant contacts, and of safe behaviours during student orientation. Students should be familiar with the types of alarms and signals, evacuation routes, location of emergency exits, assembly area, and where to find wardens and first aiders.

Australis academic staff and Student Administration and Support Officers will encourage students to attend regular training seminars that promote safety on campus and online. For further details refer to the *Student Welfare, Wellbeing and Support Policy and Procedure*.

Australis staff and students are responsible for and can take actions to enhance safety and security on campus and online by:

- using safety equipment as instructed
- reporting incidents, injuries and health and safety hazards

- participating in safety training at Australis
- following rules, instructions and safe work procedures
- taking reasonable care of their health and safety

7. COMPLIANCE AND BREACHES

Students can access the *Student Complaints and Appeals Policy and Procedure* to complain against any decisions made under this policy. Staff members have the right to a complaint following the process specified in the *Staff Complaints and Appeals Policy and Procedure*.

A student or staff member in breach of this policy may be subject to disciplinary action following the *Code of Conduct*.

8. Related Documents, External References and Version Control

8.1. Related/Referenced Documents

- Bullying, Discrimination and Harassment Prevention and Management Policy and Procedure
- Code of Conduct
- Conflict of Interest Policy and Procedure
- Critical Incident Management and Business Continuity Policy and Procedure
- Facilities, Resources and Infrastructure Plan
- Fraud and Corruption Control Policy and Procedure
- Privacy Policy
- Professional Development and Scholarly Activity Policy and Procedure
- Recruitment and Selection Policy and Procedure
- Resource Access and Usage Policy
- Risk Management Plan
- Staff Complaints and Appeals Policy and Procedure
- Student Complaints and Appeals Policy and Procedure
- Student Orientation and Transition Policy and Procedure
- Student Welfare, Wellbeing and Support Policy and Procedure
- Sexual Assault and Sexual Harassment Prevention and Management Policy and Procedure
- Safety and security on campus and online – Powerpoint Training Slides

8.2. Related Legislation and External References

- Higher Education Standards Framework 2021
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2021

8.3. Version Control

Version	Date	Reviewed/approved by	Key notes/changes
0.1	06/12/22	Board of Directors (BoD)	Approved at the BoD meeting.

0.2	12/01/23	Learning and Teaching Committee (LTC)	Headings changed and Overview section removed.
0.3	31/01/23	Academic Board (AB)	Approved at the AB meeting.
0.4	22/03/24	AB and BoD	Updated based on 21/03/24 AB meeting and 22/3/24 BoD meeting and AB member and BoD input. Added reference to <i>Sexual Assault and Sexual Harassment Prevention and Management Policy and Procedure</i>
0.5	05/04/24	AB and BoD	Further input from AB meeting 04/04/24 and BoD meeting 05/04/24 incorporated
0.6	11/04/24	AB and BoD	Reviewed and approved at the AB 11/04/24 meeting Reviewed and approved at the BoD 11/04/24 meeting

8.4. Document Review

To be reviewed at least every five (5) years from the date of final approval.