

## Health and Safety Policy

<b>Policy Category</b>	Governance		
<b>Document Owner</b>	Chief Executive Officer		
<b>Responsible Officer</b>	Chief Executive Officer		
<b>Review Date</b>	27/09/2021		
<b>Related Documents</b>	<i>Business Continuity Plan</i> <i>Critical Incident Management Procedure</i> <i>Discrimination, Bullying and Harassment Prevention Policy</i> <i>Facilities and Resources Plan</i> <i>Governance Charter</i> <i>Health and Safety Procedure</i> <i>Legislative and Regulatory Compliance</i> <i>National Code Compliance</i> <i>Risk Management Plan</i> <i>Staff Code of Conduct</i> <i>Staff Misconduct Procedure</i> <i>Student Code of Conduct</i> <i>Student Misconduct Policy</i> <i>Student Support Framework</i> <i>Workforce Plan 2018-2024</i>		
<b>Version</b>	<b>Authorised by</b>	<b>Approved</b>	<b>Effective Date</b>
1.0	Corporate Board	27/09/2018	27/09/2018

### 1. Context

This Policy supports AIBI Higher Education (AIBI HE)'s commitment to the health, safety and wellbeing of its students, staff and affiliates.

### 2. Definitions

**Affiliate:** any person appointed or engaged by AIBI HE to perform duties or functions for the institution other than students and staff, and including members of advisory committees and governing bodies, contractors, consultants, and agency staff.

**Incident:** any event related to AIBI HE's operations which resulted, or could have resulted in, an injury, illness or other harm to AIBI HE's students, staff, contractors, visitors or members of the public (e.g. fall, electric shock, aggressive and intimidating behaviour, offensive language).

**Hazard:** anything related to AIBI HE's operations which could result in an injury, illness or other harm to AIBI HE's students, staff, contractors, visitors or members of the public (e.g. improper electrical wiring, extreme heat, person under the influence of alcohol or illegal drugs on AIBI HE's premises).

**Risk:** the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

### 3. Scope

This Policy applies to AIBI HE students, staff and affiliates.

### 4. Policy Principles

The key principles informing this Policy are:

- reasonably practicable measures for ensuring that the health and safety of staff, students, visitors, and contracted workers is safeguarded;
- shared responsibility for identifying and reporting any health and safety issues as they arise, and for responding appropriately;

- understanding of, and compliance with, legislative and regulatory obligations; and
- implementation of a cooperative, consultative and risk-based approach to health and safety.

## 5. Policy Details

AIBI HE's Corporate Board is ultimately accountable for the health and safety of its students, staff, contractors and visitors.

AIBI HE management is responsible for developing, implementing, maintaining and reviewing systems and processes for:

- complying with legislative and regulatory obligations;
- promoting a culture of health, safety and wellbeing;
- providing adequate health and safety training to staff;
- managing issues as they arise;
- ensuring adequate resourcing, accessibility and effectiveness of required activities;
- adequate management of residual risks and hazards;
- a safe environment;
- emergency planning;
- implementing a cooperative and consultative approach to health and safety;
- effective and timely communications;

Individual staff members, students, contractors and visitors are responsible for:

- complying with AIBI HE's health and safety directives as articulated in relevant policies and procedures;
- undertaking any work health and safety training or induction provided;
- ensuring that their own health and safety and that of others is in no way compromised by their actions; and
- reporting any perceived or actual hazard or incident and, where safe to do so, acting to eliminate or reduce the hazard or the effects of the incident.

AIBI HE management nominates AIBI HE staff members as required to assist in discharging its health and safety duties, e.g. with regard to first aid, facilities or general health and safety matters.

## 6. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct* and *Misconduct Procedure*, which can be accessed from the AIBI HE website.

## 7. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the AIBI HE website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

## 8. References

*Work Health and Safety Act 2011 (NSW)*

*Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standards 3.2*

*National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 6*

## 9. Acknowledgements

In developing this Policy, AIBI HE acknowledges:

- *TEQSA Guidance Note: Wellbeing and Safety;*
- *SafeWork NSW: Employer and Business Obligations; and*
- *Comcare: Guidance for Officers in Exercising Due Diligence.*

### Document History:

Version	Date	Author	Reason	Sections
0.1	6/6/2017		Reviewed by Judyth Sachs, Rae-Anne Medforth (HR consultant) and Management committee	All
0.2	21/6/2017	Lincoln Aleck	Include 'Reporting' in section 2.2 as per AB meeting	2.2
0.3	31/05/2018	Julien Marechal	Revised on the Executive Management Committee's feedback from its 22/05/2018 meeting	All
1.0	3/10/2018	Julien Marechal	Amended as per the Corporate Board's comments at its 27/09/2018 meeting	5
1.1	09/05/2022	Chaido Kiourkou	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo	All