

Health and Safety Procedure

Procedure Category	Governance		
Document Owner	Chief Executive Officer		
Responsible Officer	Chief Executive Officer		
Review Date	13/11/2021		
Related Documents	<i>Health and Safety Policy</i> <i>Risk Management Plan</i> <i>Critical Incident Management Procedure</i> <i>Facilities and Resources Plan</i> <i>Legislative and Regulatory Compliance</i> <i>National Code Compliance</i>		
Version	Authorised by	Approved	Effective Date
1.1	Corporate Board	13/11/2018	13/11/2018

This Procedure implements AIBI Higher Education (AIBI HE)'s *Health and Safety Policy*.

This Procedure covers health and safety risk management, including reporting, workplace and facilities management and first aiders. Management of serious incidents, including emergencies, fires, first responders and trauma, is covered in AIBI HE's *Critical Incident Management Procedure*, which can be accessed from the AIBI HE website.

1. Scope

This Procedure applies to AIBI HE 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.

Control: a mechanism designed to eliminate or reduce a risk.

First aid: the immediate treatment or care given to a person suffering from an injury or illness until more advance care is provided or the person recovers.

First aider: a person who has successfully completed a nationally accredited training course or an equivalent level of training.

3. Hazard and incident reporting

3.1. Observing a hazard or incident

A person observing the hazard or incident should ensure that it is safe for them to remain near the hazard or where the incident occurred.

The person should call 000 if there is an immediate risk to life.

Where safe to do so, the person observing the hazard or incident should act to prevent an incident or further harm (e.g. administering first aid).

3.2. Reporting the hazard or incident

Anyone observing a hazard or incident must report it to AIBI HE as soon as reasonably practicable.

Students and visitors should report the hazard or incident to Student Services, in writing where possible.

Staff and contractors should report the hazard or incident to the designated officer, in writing where possible.

Student Services and the health safety coordinator must ensure completeness and accuracy of the information provided in the report, including:

- nature of the hazard or incident;
- nature and severity of injury, illness or harm (if any);
- time and date of the incident; and
- any action taken to prevent an incident or further harm.

Incidents must be recorded within 24 hours of the occurrence. All work-related injuries must be entered into AIBI HE's register of injuries.

3.3. Reporting the hazard or incident externally

If a criminal offence is believed to have been committed, management will report the hazard or incident to the police.

If there is a death, a serious injury or illness or a dangerous incident, management will:

- notify SafeWork NSW immediately on 13 10 50; and
- notify AIBI HE's insurer within 48 hours of becoming aware of an injury to a worker.

If the hazard or incident constitutes a non-compliance with the *Higher Education Standards Framework (Threshold Standards) 2015*, management will notify TEQSA no later than 14 days after it would have reasonably been expected to have become aware of the hazard or incident.

3.4. Following up on the report

The designated officer investigates and follows up as appropriate with the parties involved to obtain any necessary information to understand the causes and circumstances of the hazard or incident.

Critical incidents need to be responded to in accordance with AIBI HE's *Critical Incident Management Procedure*, which is available on AIBI HE's website.

The designated officer implements health and safety risk management processes as detailed in Section 4 of this Procedure, including recording hazard and incidents reports and communicating investigation findings to the Executive Management Committee.

4. Health and Safety Risk Management

AIBI HE's Corporate Board is ultimately accountable for the health and safety of the students, staff, contractors and visitors at AIBI HE. The Corporate Board has delegated the management of health and safety risks to the Chief Executive Officer, who is assisted by the Executive Management Committee. A health and safety report is provided regularly to the Corporate Board.

The Chief Executive Officer nominates a staff member for the coordination of health and safety risk management activities. The designated officer reports regularly and as required to the Chief Executive Officer and the Executive Management Committee.

AIBI HE staff should make themselves available for any required assistance or activity.

4.1. Identifying hazards

The designated officer conducts hazard identification activities at least once a year, which include:

- inspection of AIBI HE premises;
- staff consultation; and
- review of relevant registers (e.g. injuries, complaints).

4.2. Assessing risks

The designated officer conducts risk assessment activities as soon as practicable after a hazard has been identified or after a material change to AIBI HE's operations. The assessment should determine:

- the severity of the risk;
- the effectiveness of existing controls;
- any required control; and
- the urgency for the implementation of the control.

4.3. Controlling risks

The designated officer conducts risk control activities as soon as practicable after a hazard has been assessed. The controls to be implemented must eliminate or, if not possible, reduce the risk so far as is reasonably practicable.

The choice of control measures should consider both effectiveness and impact on AIBI HE operations. The designated officer must consult with staff who are directly impacted by the measure.

Risk control activities include:

- selecting the most effective and reasonably practicable measure from the hierarchy of risk control (refer to Appendix 1 *The Hierarchy of Risk Control*);
- implementing controls (including giving consideration to developing specific controls, to the cost of controls and to required documentation and supervision);
- monitoring the effectiveness of controls (including allocation of responsibilities, maintenance of facilities and equipment, training, review and consultation).

4.4. Reviewing controls

The designated officer conducts a review of controls:

- when control measures are not effective;
- before a change to AIBI HE operations which could give rise to new health and safety risks;
- when a new hazard or risk is identified;
- if the outcome of consultation requires it; or

- if any AIBI HE staff requests a review.

The designated officer ensures appropriate consultation and communications regarding the review and any required action.

4.5. Keeping records

The designated officer is responsible for ascertaining that appropriate records are created and maintained. As a rule, for each identified hazard, a record would include the risks, controls, staff consulted, and implementation, monitoring and reviewing dates.

The designated officer should ascertain whether specific recordkeeping requirements are required (e.g. chemicals).

5. Workplace and Facilities Management

AIBI HE's Corporate Board is ultimately accountable for the health and safety of the students, staff, contractors and visitors at AIBI HE. The Corporate Board has delegated the management of AIBI HE premises and facilities to the Executive Management Committee.

The Executive Management Committee is responsible for the provision and maintenance of a physical environment without risks to health and safety, including lighting, ventilation, toilets, drinking water, dining areas.

The Executive Management Committee nominates a staff member for the coordination of workplace and facilities management activities.

5.1. Identifying required facilities

The designated officer must consult with staff on changes which may impact on AIBI HE's facilities and their adequacy. The designated officer may need to consult with other parties who have a duty in relation to the facilities (such as building owner).

The designated officer should develop an understanding of the type of hazards which could emerge at the workplace by documenting:

- the nature of the work carried out on the premises;
- the size, location and nature of the workplace; and
- the number and composition of the workforce and other users.

5.2. Maintaining facilities

The designated officer is responsible for ensuring that the work environment and facilities are maintained and remain clean, safe, accessible and in good working order. Workplace and facilities should be cleaned regularly, and the cleaning schedule should take into account the type of work performed and the estimated number of users.

The designated officer conducts regular checks, and takes appropriate action, to ensure the cleanliness and safety of the following elements of the workplace, including:

- entry and exit;
- work areas;
- floors and other surfaces;
- workstations;
- lighting and ventilation; and
- extreme temperatures.

The designated officer conducts regular checks, and takes appropriate action, to ensure the cleanliness, safety, accessibility and working order of the following facilities, including:

- drinking water;
- toilets;
- hand washing facilities;
- dining facilities;
- personal storage.

The designated officer reports regularly and as required to the Executive Management Committee on performance and emerging issues related to workplace and facilities management.

6. First Aid

AIBI HE's Corporate Board is ultimately accountable for the health and safety of the students, staff, contractors and visitors at AIBI HE. The Corporate Board has delegated the management of health and safety risks to the Executive Management Committee.

The Executive Management Committee is responsible for providing:

- first aid equipment on AIBI HE premises;
- access to facilities for the administration of first aid;
- access to an adequate number of people who are trained to administer first aid on the premises;
- that all first aid requirements are satisfied using a risk-based approach (as detailed in Section 5 and Section 5 of this Procedure);
- that consultation requirements are satisfied for any decisions relative to first aid (as detailed in Section 7 of this Procedure).

The Executive Management Committee nominates a staff member for the coordination of first aid-related activities.

6.1. First aid kits, facilities and aiders

The designated officer ensures that:

- AIBI HE staff can access a first aid kit;
- the contents of the kit are adequate for administering first aid (basic kit contents are provided in Appendix 2 – *Contents for a first aid kit*);
- the kit is easily identifiable;
- the kit contains a list of its contents;
- the kit is made of material that will protect the contents from dust, moisture and contamination;
- the kit is kept in a prominent, accessible location and able to be retrieved promptly;
- access to the kit is monitored;
- used items are replaced as soon as practicable after use; and
- items are in good working order.

The designated officer ascertains whether first aid signs or other first aid equipment is required to treat potential injuries or illnesses (e.g. automated external defibrillator).

The designated officer determines and maintains required first facilities, such as:

- first aid room or availability of clean, quiet, well-lit and ventilated area which affords privacy to the injured or ill person;
- hygienic hand cleanser and disposable paper towels;
- container for the safe disposal of sharps; and
- names and contact details of first aiders and emergency organisations.

The designated officer ensures that the recommended ratio of trained first aiders to staff and students is maintained, i.e. 1 first aider per 50 staff and students.

The designated officer ensures that first aiders are appropriately trained.

The designated officer reviews first aid arrangements annually and reports to the Executive Management Committee on any emerging issues.

6.2. First aid information

Managers are responsible to inform recruits of first aid information during their induction.

Information provided should include:

- location of first aid kit;
- location of first aid facilities;
- who is the designated officer;
- communication channels with first aiders in the event of an emergency;
- name and contact details of each first aider;
- work areas and shifts allocated to each first aider;
- communication channels for first aid information; and
- access to counselling services after a serious incident.

Managers are responsible for enquiring about any first aid needs of recruits (e.g. severe allergies) and, with the recruit's consent, communicating the information to first aiders.

7. Consultation

AIBI HE management must conduct adequate consultation with relevant AIBI HE staff in the following circumstances:

- deciding how to control risks to health and safety;
- deciding on welfare facilities;
- deciding on changes that may affect health and safety; and
- developing procedures related to, or impacting on, health and safety matters.

Any consultation must be effective and:

- share relevant information with staff;
- give a reasonable opportunity for the expression of views and raising of issues;
- give reasonable opportunity for contributing to the decision-making process;
- take into account the views of staff; and
- advise of the outcome in a timely manner.

The consultation participants, matter, decision and actions should be documented and recorded.

8. Issue Resolution

AIBI HE staff may raise a health and safety issue with management at all times. Staff should state that he or she wishes the issue to be resolved and the nature and scope of the issue.

AIBI HE management meets or communicates with the staff member as soon as possible to attempt to resolve the issue. The staff member may be assisted or represented by a third party at any stage of the issue resolution process.

In discussing the issue, consideration should be given to relevant matters, such as the degree and immediacy of risk to people affected by the issue, the number and location of people affected by the issue, the measures that must be implemented to resolve the issue, and the responsible staff for implementing the resolution measures.

Upon resolution of the issue and upon request of any party to the issue resolution process, a written agreement containing relevant details about the issue and its resolution is drafted to the satisfaction of, and communicated to, all parties.

9. Breaches

If a student or staff member is found to be in breach of this Procedure, 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.

10. Appeals

Appeals concerning any decision taken in relation to this Procedure 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.

11. References

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulations 2017 (NSW)

Work Health and Safety (First Aid in the Workplace) Code of Practice 2015

Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015

Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2011

Work Health and Safety Consultation, Cooperation and Coordination Code of Practice 2018

Workplace Injury Management and Workers Compensation Act 1998 (NSW)

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

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

12. Acknowledgements

In developing this Procedure, AIBI HE acknowledges:

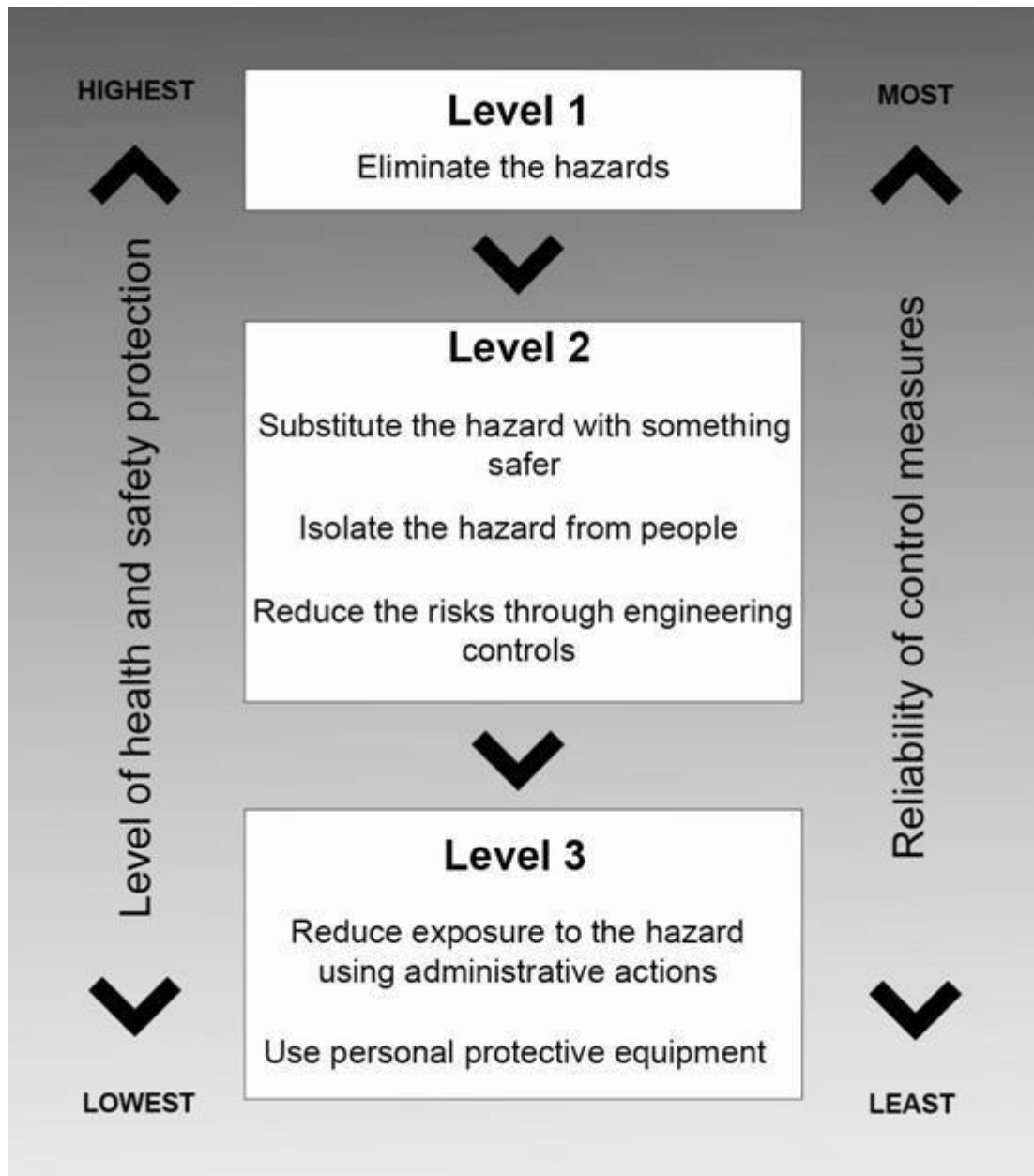
- *TEQSA Guidance Note: Wellbeing and Safety;*

- *SafeWork NSW: Employer and Business Obligations;*
- *Comcare: Guidance for Officers in Exercising Due Diligence;*
- *Safe Work Australia: Incident Reporting.*

Document History:

Version	Date	Author	Reason	Sections
0.1	8/06/2018	Julien Marechal	Procedure requested by the Executive Management Committee at its 22/05/2018 meeting	All
1.0	22/06/2018	Julien Marechal	Revised procedure as per the Executive management Committee's comments at its 19/06/18 meeting	Opening statement, Appendix 2
1.1	15/11/2018	Julien Marechal	Revised in response to Corporate Board feedback 13/11/18.	3.4
1.2	04/05/2022	Chaido Kiourkou	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo; and updated references to the Higher Education Standards Framework 2021	All

Appendix 1 - The Hierarchy of Risk



Source: *Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015, Appendix A.*

Appendix 2 – Contents for a first aid kit

Item	Quantity
Instructions for providing first aid—including cardiopulmonary resuscitation (CPR) flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves (nitrile is a latex-free rubber suitable for people with latex allergies)	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile 3 per pack	5 packs
Saline, 15 ml	8
Wound cleaning wipe, single 1% Cetrimide BP	10
Adhesive dressing strips—plastic or fabric, packet of 50	1
Splinter probes, single use, disposable	10
Tweezers/forceps	1
Antiseptic liquid/spray 50 ml	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage, 10 cm, for serious bleeding and pressure application	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape—2.5 cm wide roll	1
Safety pins, packet of 6	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing—Combine Pad 9 x 20 cm	1
Plastic bags—clip seal	1

Item	Quantity
Triangular bandage, calico or cotton minimum width 90 cm	2
Emergency rescue blanket for shock or hypothermia	1
Eye pad, single use	4
Access to 20 minutes of clean running water or, if this is not available, hydrogel 3.5 gm sachets	5 sachets
Instant ice pack for treatment of soft tissue injuries and some stings	1

Source: *Work Health and Safety (First Aid in the Workplace) Code of Practice 2015, Appendix C.*