

Health and Safety Policy and Procedure

Approving body	Governing Board (GB)
Date approved	27 Feb 2025
Date of effect	Commencement of operation
Next scheduled review	Two years from policy commencement
Policy owner	Chief Executive Officer (CEO)
Policy contact	Chief Executive Officer (CEO)
Related Documents	Facilities Plan Compliance Management Framework <u>Critical Incident and Emergency Management Policy and Procedure</u> Risk Management Plan Student Support Framework <u>Sexual Assault and Sexual Harassment Prevention Policy and Procedure</u> <u>Human Resource Management Policy and Procedure</u>
Higher Education Standards Framework (HESF) 2021 (Cth)	Standard 2,3 Standard 6.1.4
Legislation	<i>Fair Work Act 2009 (Cth)</i> <i>National Fair Work system of workplace relations (NSW)</i> <i>Work Health and Safety Act 2011 (NSW)</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</i> . <i>Education Services for Overseas Students Act 2000 (ESOS Act)</i>

Purpose

1. This Policy sets out how **Zenith Innovation Institute (Zenith/ the Institute)** will comply with workplace health and safety regulations.

Scope

2. This Policy applies to:
 - (a) all students at the Institute;
 - (b) all staff of the Institute, whether full-time, part-time, casual or contract;

- (c) members of the Institute's Governing Bodies; and
- (d) individuals engaged in providing services to the Institute or receiving services from the Institute, such as third-party partners of Zenith students, volunteers, contractors or consultants.

Policy

3. The Institute is committed to establishing and maintaining a safe and healthy environment for students, staff, visitors and members of the public.
4. Hazards or risks to health and safety will be eliminated or minimised as soon as reasonably practicable.
5. In seeking to provide a safe environment for all members, the Institute will:
 - (a) comply with all health and safety legislation;
 - (b) provide information, instruction and training to enable all students to study and staff to work safely;
 - (c) consult with and involve students and staff on matters relating to health, safety and wellbeing;
 - (d) provide appropriate safety equipment and personal protective equipment; and
 - (e) provide a suitable injury management and return to work program.

Procedure

Information, training and instruction

6. the Institute will provide information, training, and instruction to students and staff that is suitable to:
 - (a) the different cohorts at the Institute, with special consideration given to international students;
 - (b) the nature of the work carried out by staff, e.g. teaching, support services, or corporate office;
 - (c) the nature of the risks, e.g. mental health, fire, violence; and
 - (d) the controls being put in place to treat identified risks.
7. Students are made aware of safe behaviours and standards of conduct during orientation. Educational campaigns are regularly conducted, including on the following topics:
 - (a) online, on campus, and off campus safety;
 - (b) alcohol and drug consumption; and
 - (c) sexual harassment and sexual assault.
8. Staff members receive a formal induction when joining the Institute and receive specific training depending on their roles, in particular:
 - (a) designated first aiders receive training in administering first aid;
 - (b) student services and other designated staff receive first responder training including for sexual assault, bomb threat, persons with weapons, firefighting;

- (c) fire wardens receive training on evacuation protocols, including training on evacuation protocols for persons with disabilities.
- 9. the Institute will ensure, so far as reasonably practicable, that the information, training, and instruction provided is current, readily understandable and accessible.

First aid

- 10. The Institute determine first-aid requirements according to the following four-step risk management process:
 - (a) identifying hazards that could result in work-related injury or illness;
 - (b) assessing the type, severity and likelihood of injuries and illness;
 - (c) providing the appropriate first aid equipment, facilities and training; and
 - (d) reviewing first aid requirements on a regular basis or as circumstances change.
- 11. The Institute will appoint a first aid person and ensure that:
 - (a) first aid equipment and facilities are adequate, consistent with the first aid requirements listed on the SafeWork NSW first aid website¹ and accessible;
 - (b) first aid kits and facilities are maintained and reviewed every six (6) months;
 - (c) that first aiders are easily identifiable and contactable, including by posting their work location and contact details in public areas of the campus; and
 - (d) the first aid person is adequately trained to perform first aid, including attending regular training to maintain their first aid knowledge and skills, and to confirm their competence to provide first aid.
- 12. First aiders should record any first aid treatment given and report to the Human Resources Manager on a regular basis to assist reviewing first aid arrangements.

Student personal safety

- 13. The Executive Management Committee is responsible for developing and maintaining a current understanding of potential personal safety risks to students and for implementing strategies for the prevention and mitigation of incidents.

Reporting

Reporting incidents and hazards

- 14. Where there is a risk to life, always call 000.
- 15. Students should report incidents or hazards promptly to Student Services in person, via email, or on the phone (XX XXX XXX).

24/7 Contact Person

Role – Student Services

Email – XXXXXX@XXXXX

Phone Number – XXXX XXX XXX

Emergency Number is 000

¹ <https://www.safework.nsw.gov.au/safety-starts-here/safety-overview/first-aid-in-the-workplace>

16. Staff should report incidents or hazards promptly to their line manager in person, via email, or on the phone.

Reporting to management and governing bodies

17. Where an incident or hazard is reported, all staff members should promptly notify the CEO for recording and actioning.
18. The CEO reports to the Executive Management Committee on health and safety matters on a monthly basis, including incidents, near misses, and reported hazards.
19. The CEO reports to the Governing Board (GB) and the Audit and Risk Committee (ARC) on health and safety matters on a quarterly basis. The Risk Register and Risk Management Framework will be reviewed in order to ensure health and safety at Zenith is managed and mitigated, particularly after an incident.

Reporting to regulators

20. The Institute will notify SafeWork NSW immediately after becoming aware of a Notifiable Incident by the fastest possible means (i.e. by telephone or in writing). For non-serious injuries, SafeWork NSW will be contacted by telephone on 13 10 50.
21. Where an incident is notifiable, the Institute will ensure, as reasonably practicable, that the site where the incident occurred is not disturbed until an inspector is consulted.
22. Where an incident is expected to impact on the Institute's capacity to comply with the Higher Education Standards Framework, it will notify the Tertiary Education Quality and Standards Agency within 14 days of the incident.

Records

23. The CEO is responsible for ensuring that the following records are created and maintained:
 - (a) the identified hazards, assessed risks, and chosen control measures (including any hazard checklists, worksheets, and assessment tools used in working through the risk management process);
 - (b) how and when the control measures were implemented, monitored and reviewed;
 - (c) whom the Institute consulted with;
 - (d) relevant training records and any plans for changes; and
 - (e) that a record is kept for each notifiable incident for at least five (5) years from the day that notice of the incident is given to the regulator.
24. The Governing Board (GB) will receive an annual report on the adequacy and effectiveness of health and safety strategies used to improve health and safety on campus.

Responsibilities

25. All members of the Institute should:
 - (a) take reasonable care of their own health and safety;
 - (b) follow safe work procedures, instructions and rules;

- (c) participate in safety training;
- (d) report health and safety hazards;
- (e) report all injuries and incidents; and
- (f) use equipment safely and as instructed.

Definitions

26. For the purposes of this Policy:

Term	Definition
Administrative controls	Work methods or procedures that are designed to minimise exposure to a hazard (e.g. the use of signs to warn people of a hazard).
Executive Management Committee	This committee comprises of the CEO, Academic Dean, Registrar, Finance Manager, Marketing Manager, IT Manager
First aid	The immediate treatment or care given to a person suffering from an injury or illness until more advanced 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 that has given them the competencies required to administer first aid.
Hazard	A situation or thing that has the potential to harm a person.
Risk	A possibility that harm, i.e. death, an injury or an illness, might occur when exposed to a hazard.
Notifiable incident	Incidents which must be immediately reported to SafeWork SA, including the death of, or a serious injury or illness of a person (e.g. immediate treatment as an inpatient in a hospital) or a dangerous incident (e.g. uncontrolled escape, spillage or leakage of a substance or electric shock).

Version control

Version	Changes	Approval Body	Approval Date
1.0	Original version	Governing Board	
1.1	Sexual Assault and Sexual Harassment Prevention Policy and Procedure added to Related Documents Section	Governing Board	22 Aug 2024
1.2	From Legislation deleted “ <i>Fair Work Act 2004 (SA)</i> <i>Work Health and Safety Act 2012 (SA)</i>	GB	27 Feb 2025

Version	Changes	Approval Body	Approval Date
	<p><i>Work Health and Safety Regulations 2012 (SA)" added "National Fair Work system of workplace relations (NSW); Work Health and Safety Act 2011 (NSW); National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code); Education Services for Overseas Students Act 2000 (ESOS Act)"</i></p> <p>Point 11 replaced "SafeWork SA first aid website" with "SafeWork NSW first aid website"</p> <p>Point 15 added table with info for easier reading</p> <p>Point 20 updated SafeWork SA to SafeWork NSW and updated the phone number</p> <p>Point 13 and 18 replaced "Senior Management Team" with "Executive Management Committee"</p>		