Health and Safety Policy

Policy Owner	CEO
Approving Authority	Governing Council
Implementation Responsibility	CEO
Effective Date	29/01/2022
Review Date	TBA
Current Status	Version 1.1

1. Purpose

Sydney Polytechnic Institute (SPI) places a high priority on ensuring a safe and secure environment for all staff and students. This policy specifies:

- the requirements for each of the SPI's health and safety management regulations; and
- the common processes of SPI prioritising matters relating to health and safety.

This Policy complements the *Student Support, Welfare and Wellbeing Policy*.

2. Scope

This policy applies to:

- Staff, students, affiliates and visitors
- all activities conducted by or on behalf of the SPI.

3. Policy Intent

3.1 SPI is committed to ensuring compliance with all relevant Commonwealth and State-Based Legislation where applicable. SPI's *Health and Safety Policy* complies with the following Federal and State legislation:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Higher Education Standards Framework (Threshold Standards) 2021, Section 2.3
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017

3.2 SPI is committed to:

- creating an accessible health and safety management system that eliminates or minimise the risk of injury or illness to people associated with SPI's operations;
- engaging with all staff, students, visitors and affiliates in creating safe working and learning environments and safe systems of work;
- developing and maintaining a culture that encourages all personnel to actively manage health and safety risks;
- providing a continually improving health and safety management system by establishing, and monitoring progress towards measurable objectives and targets aimed at eliminating work-related illness and injury;

4. Responsibilities

4.1 Students, staff, visitors, and affiliates are expected to take responsibility for:

- Complying with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- Taking reasonable care of the health and safety of themselves and others
- Wearing personal protective equipment and clothing where necessary
- Complying with any direction given by management for health and safety
- Not misusing or interfering with anything provided for health and safety
- Reporting all accidents and incidents at SPI as soon as possible, no matter how trivial

4.2 SPI's CEO, Governing Council and Academic Board will monitor and ensure that staff and student security and safety measures are implemented and enforced.

- All Students and staff are advised on actions they need to take to enhance safety and security on campus and online.
- All students are advised of the actions they are responsible for and staff or support services that can be accessed if there is any concern regarding their safety or security.

4.3 SPI will diminish wellbeing and security risks/dangers through archived forms of hazard identification, assessment, implementation and review of controls. This work is the duty of the Risk Committee that reports to the Academic Board.

- Investigate all detailed dangers or occurrences through the Risk Committee.
- Ensure wellbeing and security dangers that are distinguished and detailed are subject to an appraisal assessment in an opportune way by the SPI management.
- Monitor, report and respond to any risks or incidents that have been investigated.
- Provide all staff with ongoing training on the identification and management of student wellbeing concerns.
- Ensure that students are informed and be aware of this policy and *Student Support, Welfare and Wellbeing Policy*.
- Inform students, staff, members and where practicable, visitors of any changes to wellbeing and security matters.

5. Occupational Health and Safety (OHS)

- SPI takes every effort in the areas of hazard identification, risk assessment, and hazard control. SPI shall provide all student and staff:
    - a safe and risk-free working environment;
    - adequate training, information and supervision to ensure the health and safety of SPI's student, staff and affiliates
    - a consultation processes with SPI's student, staff and affiliates on OHS issues.

- The health and safety management system includes processes aimed at health and safety:
    - Planning;
        - SPI has a comprehensive CCTV security system to monitor the whole area of the Campus.

- Implementation;
  - SPI will ensure that its premises meet the Australian Occupational Health and Safety guidelines, staff and students must take all practicable steps to ensure their own safety while at the SPI premises.
- Measurement, evaluation and review
  - SPI will measure, evaluate and review the risk as per *Risk Management Policy* and *Critical Incident Management Policy and Procedure.*

6. Fire Prevention

6.1 SPI is smoke free. There are no assigned smoking regions within the Institute. Fires must not be lit on campus at any time. Fires must not be lit on unless endorsement has been allowed and fitting fire control measures are in place.

6.2 SPI will meet its obligations under the Occupational Health and Safety (First Aid) Regulations, First Aid officers and facilities will be in place for the urgent treatment of any illnesses and injuries that occur in the workplace.

6.3 SPI will provide students, staff and affiliates with sufficient Health, Safety training modules and each staff, student or affiliate must complete the training within a certain time frame. Additional localised face-to-face training might be required for staff and affiliates to know specific information in relation to their job and work area.

6.4 Staff, students and affiliates refusing to abide by the SPI's emergencies and evacuation procedures will be regarded as misbehaviour and subjected to disciplinary action in accordance with the *Staff and Affiliates Code of Conduct* and the *Student Code of Conduct Policy*.

6.5 On the occasion of the fire alert sounding, all staff, students, affiliates and visitors located at the premises must evacuate the location; follow the instructions of the Fire Warden or the delegated Emergency Services Personnel to leave the premises by the nearest exit route and do not use the lifts.

6.6 All staff, students, affiliates and visitors should be responsible for themselves to be aware of the evacuation plans at the campus.

7. Drug and Alcohol Prevention

SPI does not permit the use of alcohol in the workplace. The use of alcohol is highly detrimental to the safety, health and productivity of staff and students. In addition, illicit drugs are not permitted in the workplace and on campus.

8. Privacy

SPI is bound by the SPI's *Records and Information Management Policy*, *Privacy Act 1988* and the *Australian Privacy Principles (APPs)* under the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* with respect to the collection, use and disclosure of personal information.

Notes

Related legislation:

TEQSA Guidance Notes: Wellbeing and Safety
OHS Act
WHS Act

Related documents:

SPI Student Support Policy
SPI Critical Incident Management Policy and Procedure
SPI Risk Management Policy

Amendment History:

Version No.	Approved by	Effective date	Amendments
1.0	Governing Council	27/08/2021	New Policy
1.1	Governing Council	29/01/2022	Amendments to Section 4.3