

WORK, HEALTH, AND SAFETY PROCEDURE

Policy Code	BUS04
Policy Lead	Director Student Experience
Approving Authority	Board of Directors
Approval date	28 June 2024
Commencement date	01 July 2024
Next Review Date	April 2025
Version	2024.2
Relevant legislation or external requirements	National Code of Practice for Providers of Education and Training to Overseas Students 2018 (NC: 5, 6, 9, 10) Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 1.3.2c, 2.3, 6.2.1a) Codes of Practice (NSW) Education Services for Overseas Students Act 2000 (Cth) (ESOS Act) Education Services for Overseas Students Regulations 2019 (Cth) (ESOS Regulations) Model Code of Practice Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW) Workers Compensation Act 1987 (NSW) Workplace Injury Management and Workers Compensation Act 1998 (NSW)
Related ASA Documents	Work Health and Safety Policy Critical Incident Management Plan Critical Incident Policy Critical Incident Procedure Discrimination, Bullying, and Harassment Policy and Procedure Mental Health Framework Risk Management Framework Risk Management Policy Risk Management Procedure Sexual Assault and Sexual Harassment Policy and Procedure Staff Code of Conduct Staff Handbook Student Support Framework Student Code of Conduct Student Handbook Student Support, Wellbeing, and Health Policy and Procedure

1. Purpose

The purpose of this procedure is to establish a systematic framework for identifying, assessing, and managing workplace hazards and risks within the ASA Institute of Higher Education (**ASA**). By implementing this procedure, ASA aims to:

1. Promote a Safe and Healthy Environment:

- ensure the safety and wellbeing of all individuals associated with ASA, including employees, students, contractors, and visitors; and
- cultivate a workplace culture that prioritises safety (including digital safety), health, and wellness.

2. Proactively Identify and Control Hazards:
 - facilitate regular inspections and hazard assessments to identify potential hazards, including cyber security hazards and assess associated risks; and
 - implement appropriate control measures to eliminate or minimise identified risks and prevent workplace incidents and injuries.
3. Promptly Respond to Incidents and Emergencies:
 - establish clear procedures for reporting incidents (including welfare and cyber security), injuries, near misses, and hazardous occurrences promptly; and
 - ensure a swift and effective response to emergencies, including evacuations, medical emergencies, and other critical situations.
4. Foster Compliance and Continuous Improvement:
 - promote compliance with Work Health and Safety (**WHS**), welfare, and cyber security policies, procedures, and regulatory requirements among all stakeholders; and
 - encourage ongoing training, awareness initiatives, and stakeholder engagement to enhance WHS, welfare, and cyber security practices and performance.
5. Enhance Documentation and Accountability:
 - establish robust documentation and recordkeeping processes to capture WHS, welfare, and cyber security activities, including hazard assessments, incident reports, and training sessions; and
 - enhance accountability and transparency by maintaining accurate records and documenting corrective actions and improvements.
6. Ensure Legal and Regulatory Compliance:
 - ensure compliance with relevant WHS, welfare, and cyber security legislation, regulations, and industry standards applicable to ASA; and
 - regularly review and update the procedure to reflect changes in legal requirements, organisational needs, and best practices.

By fulfilling these objectives, this procedure aims to create a safe, healthy, inclusive, and supportive environment that fosters learning, innovation, and excellence within ASA.

2. Scope

This procedure applies to all employees, students, contractors, visitors, and anyone else on ASA premises or engaged in activities under ASA's jurisdiction.

3. Hazard Identification and Risk Management

3.1 Regular Inspections:

- The Director Student Experience, or delegate, will conduct regular inspections of all campus facilities, including digital infrastructure, to identify potential hazards related to both physical safety and cyber security.
- Inspections may include physical walkthroughs, IT system and equipment checks, and consultation with relevant stakeholders.

3.2 Hazard Reporting:

- All employees, students, and contractors are encouraged to report hazards they encounter during their activities, including cyber security vulnerabilities or concerns related to sexual assault and sexual harassment.
- Hazard reports should be submitted using the designated reporting mechanism, such as an online form or directly to Senior Management, ensuring confidentiality and privacy for sensitive matters.

3.3 Risk Assessment:

- All employees, students, and contractors are encouraged to report hazards they encounter during their activities.
- Hazard assessments will include considerations for cyber security risks, such as data breaches, phishing attacks, and unauthorised access, alongside traditional physical hazards.
- Risk assessments will also address risks related to sexual assault, sexual harassment, discrimination and bullying, including vulnerabilities in campus security systems and social dynamics.
- Hazard reports should be submitted using the designated reporting mechanism, such as an online form or directly to Senior Management.

3.4 Risk Control Measures:

- Based on the findings of the risk assessment, control measures will be identified on the Risk Register, and implemented to eliminate or minimise identified risks.
- Control measures may include engineering controls, administrative controls, and personal protective equipment (PPE).
- Staff and students will receive appropriate WHS training and education as detailed in Section 6.

4. Health and Safety Procedures

When responding to emergencies, providing first aid or other medical assistance, or evacuating study or work locations, ASA staff should report all incidents, injuries, near misses, and hazardous occurrences immediately to the Director Student Experience.

Reporting can be done via an email to the Director Student Experience, a staff member's direct manager, or the CEO.

4.1 Emergency Communication:

- Communication protocols will be established to ensure timely dissemination of emergency information to all occupants.
- Communication channels may include alarms, PA systems, text messages, and other methods.

5. Incident Reporting and Investigation

When reporting or investigating emergencies, the provision of first aid or other medical assistance, or evacuations at study or work locations ASA staff should abide by the following process:

- Report all incidents including cyber security breaches, sexual assault, sexual harassment, discrimination and bullying, injuries, near misses, and hazardous occurrences immediately

to Senior Management.

- Reporting can be done through an incident reporting system, direct notification to supervisors, or other established channels. Reporting channels will include options for anonymous reporting to encourage individuals to come forward without fear of retaliation.
- Upon receiving reports, Director Student Experience will provide immediate assistance and support to affected individuals.
- Response protocols will ensure the preservation of digital evidence and the protection of confidentiality for survivors, respondents, and, in some cases, casualties.
- Incidents will be investigated promptly and thoroughly by trained personnel.
- Investigations will prioritise the wellbeing of survivors and respondents, ensuring sensitivity, respect and confidentiality throughout the process.
- Based on the findings of the investigation, corrective actions will be developed and implemented to prevent recurrence of similar incidents.
- Corrective actions may include changes to procedures, additional training, or modifications to equipment or facilities.

6. Training and Awareness

6.1 Induction Training:

- All new employees will receive comprehensive WHS induction training upon commencement.
- Training will cover WHS policy and procedure, hazard identification, emergency procedures, and other relevant topics.
- All new students will receive detailed WHS information during orientation.

6.2 Ongoing Training

- Regular training sessions and workshops will be conducted to reinforce WHS awareness and promote continuous improvement.
- Training topics may include specific hazards, safe work practices, and updates to policies and procedures.

7. Documentation and Recordkeeping

7.1 Recordkeeping

- Records of hazard assessments, incident reports, training sessions, and other WHS-related activities will be maintained in a register.
- Records will be retained for the required period as per regulatory requirements.

7.2 Document Control

- WHS procedures and related documents will be regularly reviewed and updated as needed to reflect changes in legislation, technology, or organisational requirements.
- Document control procedures will ensure the accuracy, accessibility, and version control of WHS documentation.

8. Version Control

This Procedure has been reviewed and approved by the ASA Board of Directors as at April 2024

and is reviewed every year.

The Procedure, with associated policy, are published and available on the ASA website
<https://www.asahe.edu.au/policies-and-forms/>.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2024.2	Project Officer	Document formatting updated to reflect change of Trading Name to ASA Institute of Higher Education	28/06/2024 by CEO	01/07/2024
2024.1	Director Learning and Innovation	New Document	26/04/2024	08/05/2024