

Work Health and Safety Policy and Procedure

Document Owner	Chief Executive Officer		
Responsible Officer	Executive Principal		
Review Date	18/10/2022		
Related Documents	<i>Business Continuity Plan</i> <i>Critical Incident Management Procedure</i> <i>Discrimination, Bullying and Harassment Prevention</i> <i>Policy Governance Charter</i> <i>Legislative and Regulatory</i> <i>Compliance National Code</i> <i>Compliance</i> <i>Risk Management</i> <i>Plan Staff Code of</i> <i>Conduct</i> <i>Staff Misconduct</i> <i>Procedure Student Code</i> <i>of Conduct Student</i> <i>Misconduct Policy</i> <i>Student Support</i> <i>Framework Workforce</i> <i>Plan</i>		
Version	Authorised by	Approved	Effective Date
1.4	Chief Executive Officer	18/10/2019	1/01/2020

1. Introduction

It is a priority for the Australian College of Business Intelligence (ACBI) to maintain a workplace that is classed as healthy and safe for all students, staff, managers and visitors. This is a requirement of the *Work Health and Safety Act 2011* as well as the *Work Health and Safety Regulation 2017*.

This entails that ACBI will:

- Protect workers and other people from harm that can affect their health, safety and welfare by either eliminating or minimizing risks;
- Provide a fair and effective workplace resolution that relates to work health and safety;
- Encourage unions and employer organisations to promote work health and safety improvements;
- Offer a blueprint for ongoing improvement to achieve higher work health and safety objectives;
- Ensure that workers and other people have the highest protection from harm or risks that could arise from work;

2. Definitions

Definitions

Work Health and Safety Promotes the primary health and safety duties that a business

Act 2011	undertake.
Work Health and Safety Regulation 2017	Regulations that relate to the health and safety that does not limit the duty of the person under the <i>Work Health and Safety Act 2011</i> .
Corrective action	Action that fixes any non-conformity or unwanted behaviour in a situation.
Preventive action	Action that eliminates the cause of any non-conformity or unwanted behaviour in a situation.

3. Scope

This Procedure applies to ACBI students and staff, including affiliates.

4. Policy

ACBI will endeavor to utilize corrective, controlling or preventive action to minimize actions that effect the health, safety and welfare of people. The ACBI Board is ultimately accountable for the health and safety of students, staff, and visitors and has delegated the management of work health and safety to the Chief Executive Officer (CEO). The CEO determines the overall strategy of ACBI's *Work Health and Safety Policy and Procedure* and management system, however, managers are responsible for the everyday monitoring of such policies. Here, preventive and corrective actions will take place.

5. Work Health and Safety Risk Management

Students	<p>Students should inform the Student Support Officer of any conduct or issue that threatens the safety, health and welfare of any person, either directly or via email studentsupport@acbi.edu.au. However, issues that relate to someone's immediate safety and security, please see any staff member or security guard for assistance.</p> <p>Students can issue direct feedback to staff through the <i>Complaints and Grievances Form</i> and surveys about any conduct or issue that threatens the safety, health and welfare of any person, or views or concerns about ACBI's <i>Work Health and Safety Policy and Procedure</i>.</p> <p>Students have the responsibility to:</p> <ul style="list-style-type: none"> - Take reasonable care for their own health and safety and omissions within ACBI. - Co-operate with the College's <i>Work Health and Safety Policy and Procedure</i>.
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Staff	Staff are responsible in ensuring that the <i>Work Health and Safety Policy and Procedure</i> is being followed in their area of control and should take corrective and preventive action.
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	<p>Staff are required to report any work, health and safety (WHS) concerns regarding ACBI to their manager for any necessary action needed.</p> <p>Staff are presented with the opportunity to consult with managers any relevant information, views or concerns about the general WHS of ACBI .</p> <p>Staff have the responsibility to:</p> <ul style="list-style-type: none"> - Take reasonable care for their own health and safety and omissions within ACBI; - Comply with the instructions of the College and/or Executive Principal concerning any WHS matters; - Co-operate with the College's WHS policies and procedures; - Must adhere to the risk management framework, including the <i>Risk Management Plan, Critical Incident Management Procedure, and Work Health and Safety Policy and Procedure</i>; - If returning to the workplace after sustaining an injury, staff have a <i>Workcover Medical Certificate</i> that substantiates that they can work.
Managers	<p>Managers are expected to respond to WHS concerns either self-identified or reported immediately through implementation, monitoring and analyzing actions and workplace conditions</p> <p>Managers have the responsibility to:</p> <ul style="list-style-type: none"> - Ensure that they instill any policies necessary under the <i>Work Health and Safety Regulation 2017</i> and align with the College's objectives; - Must uphold any written instructions that involve safe systems of work; - Need to intervene using any preventive or corrective behavior against problems that are hazardous, dangerous or risky; - Have frequent ongoing communication between managers to ensure that the WHS responsibilities are maintained.

**Executi
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At ACBI, the Executive Principal is the principal executive officer, who is the person generally responsible for running the College subject to directions from the Chief Executive Officer and General Manager.

The Executive Principal has the responsibility of:

- Ensuring the WHS of staff, students, managers and visitors who are engaged or whose activities are associated with the College are maintained;
- Use of preventive action against the threat of any illnesses or injuries of staff, students, managers and visitors;
- Guaranteeing that the preservation and provision of a work environment is void of any WHS risks;

	<ul style="list-style-type: none"> - Guaranteeing that the sue, preservation and provision of safe plant, structures and work systems; - Provision of access to appropriate facilities; - Provision of procedures, supervision, information and training against any risks.
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6. Procedures for Resolving WHS Issues

There are different procedures for resolving WHS issues according to the severity of the issue.

Minor Issues	Minor Issues are those that can be resolved by students, staff, managers and visitors by taking self-action, if applicable. This could include any WHS issues within the classroom such as moving electrical cords that could cause people to trip.
Major Issues	<p>Major Issues are those that are more complex than minor issues and require more formal action to be taken. Students, staff, managers, and visitors should proceed with the following steps:</p> <ol style="list-style-type: none"> 1. Should be reported in writing to the appropriate manager; 2. Manager through consultation with the reporter to attempt to control the issue; 3. If issue is beyond the manager's depth of control, then the manager should refer the issue to a member of the Management Team, comprising the General Manager, Head of Finance, Executive Principal, and Director of Studies; 4. If the issue remains unresolved then this issue will progress to the Executive Principal. 5. If again, the issue cannot be resolved this will progress to the Chief Executive Officer. 6. This ends the internal stages of control regarding a WHS issue, this matter can now proceed to external intervention through SafeWork Australia.

Document History:

Version	Date	Author	Reason	Sections
1.0	6/6/18		Initial Policy based on changes of the National Code 2018	All
1.1	26/09/19	Stephen Andrews	Revised draft	
1.2	1/10/2019	Stephen Andrews & Laura Mao	Draft reviewed, revised and finalised in response to Management Team feedback.	All

1.3	7/10/2019	Julien Marechal	Alignment with Delegations Policy and Register	Sections 4 and 5
1.4	18/10/2019	Xiang Luo	CEO approval	All