

## Work Health and Safety (WHS) Policy and Procedure

### 1. Policy Statement

The Australian College of Business Intelligence (ACBI) recognises that the health, safety, and wellbeing of its students and staff is fundamental to achieving its educational and organisational objectives. ACBI is committed to safe working practices and fostering a culture where safety is a shared responsibility. ACBI and its staff will:

- Comply with the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2025
- Eliminate or minimise risks to health and safety through a systematic approach to hazard identification and risk control.
- Consult with staff and students on WHS matters.
- Provide information, training, and supervision to ensure safe work practices.
- Continuously monitor, review, and improve WHS performance via the WHS Committee

This policy reflects ACBI's commitment not only to compliance with legislation, but to creating a safe, healthy, and supportive environment for all staff, students, contractors, and visitors.

### 2. Responsibilities

**CEO** - Provides leadership and resources to ensure WHS compliance and continuous improvement, sets WHS objectives, and monitors performance.

**Managers** - Ensure that the WHS Management System is implemented in their area of control, ensure any hazards are identified and risks assessed, and provide staff training and supervision.

**All staff** - Take reasonable care for their own health and safety, adhere to the WHS Management System, and report any hazards and incidents immediately.

**Students & visitors** - Follow instructions and safety signage and report any hazards or incidents to ACBI staff.

### 3. Requirements

#### Work Health and Safety Act 2011

##### Section 3 (1)

The WHS Act provides a nationally consistent framework to secure the health and safety of staff and workplaces by:

- a) protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work
- b) providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety, and
- c) encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment, and

Australian College of Business Intelligence Pty. Ltd. trading as Australian College of Business Intelligence.

RTO code: 40835 CRICOS code: 03426E ABN: 19 158 104 566

Address: Suite 510, 451 Pitt St Haymarket, Sydney NSW 2000, Australia

Phone: 1300 237 741 Email: [info@acbi.edu.au](mailto:info@acbi.edu.au) Website: [www.acbi.edu.au](http://www.acbi.edu.au)

- d) promoting the provision of advice, information, education and training in relation to work health and safety, and
- e) securing compliance with this Act through effective and appropriate compliance and enforcement measures, and
- f) ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this Act, and
- g) providing a framework for continuous improvement and progressively higher standards of work health and safety, and
- h) maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in this jurisdiction.

### **Work Health and Safety Regulation 2025**

The WHS Regulation 2025 provides the essential elements of the WHS regulatory framework, setting out detailed requirements to support the duties in the WHS Act.

As an employer, ACBI has a primary duty of care for its staff and is responsible for work health and safety in the workplace, including students and visitors.

Staff must take reasonable care of themselves and not do anything that would affect the health and safety of others at work.

### **4. Scope**

The WHS Management System applies to all ACBI students and staff, including affiliates, and to all ACBI operations and activities.

### **5. Policy Implementation**

To ensure ACBI implements its WHS Policy, the following processes are implemented:

- Implementing, maintaining, and regularly reviewing the ACBI WHS Management System.
- Applying a risk management approach to health and safety by making every effort, where reasonably practicable, to eliminate or control risks from hazards.
- Setting measurable objectives and targets to drive continual improvement in health and safety, with the goal of reducing work-related injury and illness.
- Providing health and safety training and information that is accessible and appropriate for all workers, students, contractors, volunteers, and visitors.
- Consulting with staff and students on decisions that may affect their health, safety, and wellbeing.
- Allocating adequate human and financial resources to ensure the effective implementation of the Safety Management System.
- Defining, documenting, and communicating health and safety responsibilities for all staff.
- Communicating this policy widely through public display, inductions, and training programs.

### **6. Reporting and Monitoring (WHS Committee)**

Australian College of Business Intelligence Pty. Ltd. trading as Australian College of Business Intelligence.

RTO code: 40835 CRICOS code: 03426E ABN: 19 158 104 566

Address: Suite 510, 451 Pitt St Haymarket, Sydney NSW 2000, Australia

Phone: 1300 237 741 Email: [info@acbi.edu.au](mailto:info@acbi.edu.au) Website: [www.acbi.edu.au](http://www.acbi.edu.au)

The Work Health and Safety Committee (WHS Committee) regularly monitors incident reports by reviewing the Critical Incident Register and makes recommendations to changes to processes and policies and identifying emerging risks.

The WHS Committee reviews any new incident reports only after they have been compiled and recorded in the Critical Incident Register by the relevant Manager.

Once the report has been reviewed and a decision has been made, the WHS Committee will communicate this outcome to the affected parties within 5 working days.

Decisions made by the WHS Committee are recorded in the ACBI Continuous Improvement Register where recommendations result in changes to an ACBI policy or process.

## 7. Procedure Table

Step	Action	Responsibility	Timing
1	Provide WHS induction during onboarding to all new staff (via Employment Hero) and orientation information to all new students, including emergency procedures, hazard reporting, and safe work practices	Onboarding manager (for staff) / Student Support (for students)	At commencement of employment or study
2	Provide refresher WHS training and updates when procedures, legislation, or risks change.	Managers / WHS Committee / Student Services	As required, at least annually
3	Identify hazards and incidents and report them using the appropriate form (Critical Incident Report Form).	All staff, students, contractors, and visitors	Immediately after the hazard/incident occurs or is identified
4	Record reported hazard/incident in the Critical Incident Register.	Relevant Manager	Within 24 hours of receiving the report
5	Investigate hazard/incident and determine corrective and preventive actions.	Relevant Manager in consultation with affected parties	Within 5 working days of the report
6	Review the incident report and actions taken, and provide recommendations for improvement.	WHS Committee	At next scheduled WHS Committee meeting or within 10 working days
7	Communicate decisions and actions taken to the affected parties and staff as required.	WHS Committee Chair / Manager	Within 5 working days of WHS Committee review

<b>8</b>	Implement corrective and preventive actions, update registers, and monitor effectiveness.	Responsible Manager / Facilities Manager	As per agreed action plan timelines
<b>9</b>	Review outcomes and record improvements in the Continuous Improvement Register if policy or process changes are required.	WHS Committee / Executive Management	Ongoing – after each review cycle

## 8. Related Policies and Procedures

The Work Health and Safety Policy & Procedure should be read in conjunction with the following organisational policies, which support the health, safety, and wellbeing of staff, students, contractors, and visitors. These policies are accessible to staff through the Employment Hero platform.

### Workplace Behaviour and Psychosocial Safety

- **Code of Conduct** - outlines expected standards of behaviour and compliance with WHS responsibilities.
- **Workplace Anti-Bullying & Anti-Harassment Policy** - prevents and addresses bullying and harassment as a key psychosocial hazard.
- **EEO & Anti-Discrimination Policy** - promotes an inclusive, safe, and equitable workplace.
- **Grievance Handling Policy** - provides a framework for resolving workplace concerns, including WHS-related issues.
- **Whistleblower Policy** - supports safe reporting of misconduct, including safety breaches.

### Health, Wellbeing and Fitness for Work

- **Mental Health and Wellbeing Policy** - promotes a psychologically safe and supportive work environment.
- **Alcohol & Drugs Policy** - ensures staff are fit for duty and workplace risks are minimised.
- COVID-19 Vaccination Policy and COVID Safe Policy – outline requirements and procedures for infection prevention and control.

### Work Environment and Conditions

- **Flexible Working Policy and Remote Working & Working from Home Policy** - ensure that safe work practices are applied in remote and hybrid environments.
- **On-site During Non-Work Hours Policy** - outlines safe behaviours and access requirements outside of standard hours.
- **Staff Social Functions Policy** - sets expectations for safety and behaviour during social activities linked to work.

### Training, Development, and Compliance

- **Staff Training & Development Policy** - supports competence in WHS and other compliance requirements.
- **Discipline & Termination Policy** - provides processes to address breaches of WHS responsibilities.

## Operational Safety and Integrity

- **Business Expenses Policy** - ensures appropriate financial practices that align with organisational integrity.
- **Conflict of Interest Policy** - manages conflicts that could affect safe and fair decision-making.
- **Theft & Cash Handling Policy** - safeguards staff and organisational assets.
- **Privacy Policy (Employment)** - governs handling of staff information, including WHS-related records.
- **Telephone, Mobile, Email & Internet Policy and Social Media Policy** - promote safe and appropriate communication practices in and outside of work.
- **Timesheets and Overtime Policy** - ensures staff working hours are managed to avoid fatigue and related risks.

## 9. Document Control

Version number:	2.0	Approved by:	CEO
Approval date:	25 August 2025	Review date:	25 August 2026
Legislation: Work Health and Safety Regulation 2025, Work Health and Safety Act 2011			

## 10. Version History:

Version	Date	Author	Reason	Sections
1.0	06/06/2018	Stephen Andrews & Laura Mao	Initial document released	All
1.1	29/09/2019	Stephen Andrews & Laura Mao	Revisions in response to Management Team feedback.	All
1.2	07/10/2019	Julie Marechal	Alignment with Delegations Policy and Register	Sections 4 and 5
1.3	18/10/2019	Xiang Luo	Review and approval by CEO	All
2.0	25/08/2025	Sam Hartley	Updated in response to release of Work Health and Safety Regulation 2025	All
2.1	15/12/2025	Sam Hartley	Updated Critical Incident Report form and Register and clarification on regularity of WHS Committee meetings	Section 6 and Appendix A