SOUTHERN ACADEMY OF
HIGHER EDUCATION

Southern Academy of Higher Education (SAHE)

Work, Health and Safety Policy

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1. Policy Statement

The Work, Health and Safety Policy ('the Policy') establishes Southern Academy of Higher Education's ('SAHE' or 'the Academy') commitment to safeguarding the health, safety and welfare of all members of SAHE staff teams, committees, boards, students and consultants. This Policy has been designed to ensure compliance at SAHE workplaces with the New South Wales *Work Health and Safety Act 2011 (WHS Act)* and associated regulations, standards and codes of practice.

1.1 Definitions

For definitions, please refer to the '*Dictionary of Terms'*.

2. Scope

This Policy applies to:

a. SAHE staff, whether full-time or part-time, ongoing, or sessional;
b. members of the Academy's Governing Council, Academic Board, Course & Industry Advisory Committee and other committees and sub-committees;
c. Consultants and contractors and individuals acting in a voluntary capacity for SAHE;
d. all students of SAHE.

3. Policy Principles

SAHE is committed to complying with the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, and applicable codes of practice and Australian standards as far as possible. SAHE aims to meet health, safety and welfare commitments by:

a. clearly defining roles and responsibilities so that all members of the Academy have a clear understanding of their required contribution to securing their health, safety and welfare and that of others who may be affected by their acts or omissions;
b. achieving legal compliance and striving for the best practice where appropriate and proportionate to do so;
c. implementing efficient control measures to reduce the risk of injury, ill-health and damage to property or the environment;
d. providing adequate information, instruction and training to all staff and students of SAHE to encourage ownership of health, safety and welfare matters and to enable each person to carry out their duties safely and to contribute to the overall delivery of the aims of this policy;
e. SAHE is committed to recording and applying learnings from workplace incidents, injuries, hazards and near misses;
f. taking appropriate and timely corrective and preventative actions to manage risks identified by monitoring, auditing and investigating health and safety-related activities;
g. SAHE is committed to a meaningful and effective consultative approach to work, health and safety management. SAHE will consult with staff in implementing safety practices and systems that will ensure the health, safety and welfare of all employees.

4. Responsibilities

4.1 Governing Council

The ultimate responsibility for health and safety matters within the Academy sits with the Governing Council. The Governing Council is the Academy's governing body and as such is responsible for:

a. setting and monitoring SAHE's strategy and policy, including the overarching *Work Health and Safety Policy*;
b. monitoring health and safety management performance;
c. recommending and monitoring improvements where health and safety performance is found to be unsatisfactory.

The Council has delegated the operational management responsibility for health, safety and welfare matters to the Executive Management Team (EMT). The EMT will provide quarterly work, health and safety reports to the Risk Management Committee (RMC).

4.2 Risk Management Committee

a. The RMC is accountable to the Council for ensuring the implementation of this Policy and for monitoring health and safety is to the required standards;
b. the RMC has the authority to review work, health and safety management practices at SAHE and recommend to the Council new and significant amendments in relation to this Policy on annual basis;

4.3 Executive Management Team

The EMT is responsible for the following;

a. the staff of SAHE are informed, instructed, trained and appropriately supervised to ensure that each staff is safe from injury and health risks;
b. regular workplace safety inspections, audits, and hazard identification activities are conducted;
c. inform the Dean of any urgent and relevant safety issue beyond their scope or ability to implement safety measures;
d. report to the RMC on health and safety performance against key performance indicators and on any incidents/injuries that have occurred.
e. Ensure that staff and students are aware of their responsibilities under this Policy through appropriate resourcing, advantageous delegation, training and promotion of health and safety procedures at SAHE workplaces.
f. Ensuring that SAHE staff and students are appropriately trained and supervised before undertaking high-risk tasks.

4.4 Staff

All staff of SAHE must:

a. undertake mandated health and safety induction and refresher training;
b. ensure compliance with this Policy and integrate health and safety risk management into their operations, business activities and work environments;
c. follow safe work practices, including the proper use of any personal protective equipment supplied;
d. provide relevant and practical health and safety information to students through Student Orientation and by communicating with students about any changes to work, health and safety-related rules and regulations;
e. Ensure that students are aware of their responsibilities in terms of SAHE *Work, Health and Safety Policy* for a safe and healthy workplace environment.
f. report all health and safety accidents, incidents and hazards to their supervisor/or management immediately;

g. Seek information and advice from Executive Management Team prior to attempting new or unfamiliar tasks.
h. Attend training sessions, discussions and instruction organised by the Academy in relation to this Policy and its related procedures.
i. Participate in evaluation and development of preventive measures related to workplace hazards,

4.5 Students

All students of SAHE must;

a. ensure that they are aware of their responsibilities in terms of SAHE *Work, Health and Safety Policy* and related procedures for a safe and healthy work environment for themselves and others throughout their course of study
b. understand all rules related to work, health and safety and conform to them at all times;
c. take reasonable care of, and cooperate with staff involved in actions taken to protect, the health and safety of both themselves and others;
d. report all health and safety incidents, injuries and hazards to a staff member immediately;
e. follow directions from the Academy's staff on health and safety issues;
f. in an emergency, incident follow the emergency evacuation procedures and any instructions given by emergency management staff.

5. Reporting a Hazard or Incident

a. Hazard and incident reporting is an essential part of the management of workplace health and safety.
b. The reporting of hazards and incidents will support SAHE in achieving a healthy and safe work environment by ensuring that all identified hazards can be brought to the attention of personnel who can eliminate or minimise any health and safety risks.
c. To report a hazard or incident, please use the *Incident and Hazard Report Form.*

6. Monitoring and Review

a. SAHE work, health and safety performance will be managed proactively. The EMT will be responsible for carrying out monthly safety inspections.
b. Work, health and safety risks will be identified and managed in accordance with the SAHE *Risk Management Plan*. All records will be retained in accordance with the *Records Management Policy.*
c. SAHE will carry out an annual work, health and safety self-assurance exercise to enable the Dean, Program Managers, and academic and administrative staff to confirm that they are managing their health and safety responsibilities.
d. The Academy will also continue monitoring through the collection and reporting of the work-related incident and ill-health data.
e. The results of all monitoring activities, including the significant findings of any incident investigations, will be submitted to the RMC quarterly.
f. Incident statistics will be included in the RMC's report to each Governing Council meeting and an annual report on health and safety will be submitted to the Governing Council.

7. Online Safety and Security

7.1 SAHE treats online safety and security of staff, students and systems as an important aspect of institutional management. SAHE manages cybersecurity risks to maintain its goals and to protect confidential documents and information of the Academy, staff and students from theft, unauthorized access or use, disclosure. To ensure online safety and security, SAHE staff are responsible for the following aspects of online safety and security:

a. Preventing unauthorised access to information on an inactive workstation and prevent unauthorized disclosure of data;
b. Using the Academy's resources only for work/business and educational purposes or for non-commercial gain;
c. Participating in cyber security training where relevant to their work role;
d. Incorporating safe online security practices into their work and report hazard to IT support staff.

7.2 SAHE Students will be provided information regarding online safety and security via the Student Handbook and during New Student Orientation sessions in order to promote and foster a safe online environment.

Version Control

Version	v1.4
Review	The Governing Council will review this Policy in accordance with the Southern Academy of Higher Education *Policy Documents Review Schedule*.
Approving Body	Governing Council
Approval and Effective Date	4 May 2023
Policy Custodian	Dean
Policy Contact	Dean
Higher Education Standards Frameworks (Threshold Standard) 2015 (Cth)	B1.1 "Higher Education Provider" Category Standard 2, ss 2.3
Benchmarking Institutes	University of the Sunshine Coast Western Sydney University Flinders University The University of Sydney University of Technology Sydney
Related Document	Dictionary of Terms Risk Management Plan Critical Incident and Emergency Management Policy Records Management Policy
Related Legislation	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011