

WHS POLICY

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Related Documents	Staff Code of Conduct Critical Incident Policy Workplace Bullying Policy Equity and Diversity Policy WHS Management Plan
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Responsible Officer	Director of Accreditation, Compliance and Quality Assurance
References and Legislation	TEQSA Higher Education Standards Framework (Threshold Standards) 2015 WHS/OH&S acts, regulations and codes of practice Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2011 (NSW) NSW Codes of Practice SafeWork NSW Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2007 (Vic) Vic Compliance Codes WorkSafe Victoria Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) Qld Codes of Practice Workplace Health and Safety Queensland

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1. Purpose

To promote the highest practicable standard of work health and safety for the College, and to ensure compliance with state Health and Safety Acts (WHS Acts) and associated regulations, standards and codes of practice for ensuring workplace health and safety.

To provide the necessary direction and support to ensure the College meets its responsibility and accountabilities under the requirements of the workplace health and safety legislation and associated regulations and to provide clear guidelines for all College workers, students and others in meeting their legal obligations.

2. Scope

This policy covers all employees of APIC (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of APIC (for example contractors, subcontractors, agents, consultants, and temporary staff).

This Policy does not form part of any employee’s contract of employment nor does it form part of any contract for service.

3. Definitions

Item	Definition
<i>WHS Acts</i>	A general overview of how to make workplaces safe and healthy. They outline the legal responsibilities and duties for employers and officers .
<i>Regulations</i>	The standards that need to be met for specific hazards and risks, such as noise, machinery, and manual handling. They also set out the licenses needed for specific activities, the records that need to be kept, and the reports that need to be made.
<i>Regulating Agencies</i>	Also known as regulators, administer health and safety laws. They’re responsible for inspecting workplaces, providing advice and help, and handing out notices and penalties where necessary.

4. Policy Statement

APIC is unequivocally committed to ensuring a safe and healthy environment for staff, students, visitors, contractors, related entities and other individuals or external organisations which may be affected by its operations. This commitment recognises that every person has the right to a safe and healthy working environment and that each individual has a prime responsibility to co-operate in the preservation and improvement of all work health and safety measures of APIC’s activities.

APIC considers prevention of injury or ill-health to all individuals foremost in conducting its activities. Therefore, APIC is not only committed to ensuring that all legislative requirements are met, but to maintaining a position of excellence through a systematic and preventative approach in handling the workplace health, safety and welfare issues affecting its activities.

In observance of these commitments, the College includes this obligation in the Business Plan and has established this Workplace Health and Safety Policy. In conjunction with this policy, a series of procedures and programs on specific safety and health matters will be prepared, issued and reviewed on a regular basis or as legislative changes occur.

APIC will ensure, so as far as is reasonably practicable, the health and safety at work of their workers, as well as students, contractors, visitors and others. The implementation of this policy includes the:

- Provision and maintenance of a work environment without risks to health and safety;
- Provision and maintenance of safe plant and structures as well as safe systems of work;
- Safe use, handling and storage of plant, substances and structures;
- the provision of adequate facilities including ensuring access to those facilities;
- The provision of any information, training, instruction or supervision necessary to protect all persons from risks to their health and safety;
- That the health of workers and the conditions at the workplace are monitored to prevent illness or injury arising in the workplace.

5. Roles and Responsibilities

Position	Responsibilities
President	The President has overall accountability for the safety of all activities conducted by the College and will provide adequate resources and organisation to meet the aims and objectives contained in the Work Health and Safety policy. The President is empowered to enforce such actions as are considered necessary to protect the workplace health and safety of employees, students, contractors and other individuals, the environment and College premises and plant. The President is considered an " Officer " under the WHS Act.
Campus Directors	The Campus Directors have overall responsibility for the safety of all activities within their campus of responsibility, and are accountable to the President for ensuring the health and safety of the College community within each campus. Campus Directors are to ensure that the on-[line Incident Report from is completed for each incident and forward to the DACQA for inclusion in the Incident Register. Campus Directors are also considered " Officers " under the WHS Act.
Executive Management Team	The Executive Management Team have overall responsibility for ensuring the health and safety of individuals under their control and are accountable to the President. They are responsible for the development of Safety Management Plans, appropriate Action Plans and consultative mechanisms within their area of responsibility.

<p>Heads of Functional Areas, Line Management, Supervisory and Academic Staff</p>	<p>In fulfilling their responsibility, line management, supervisory and academic staff have a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to health. This includes the provision of resources commensurate with priorities.</p> <p>Academic staff are also responsible for the oversight of students and to safeguard the health, safety and well-being of students in their charge.</p> <p>They are responsible for ensuring that operations are undertaken in accordance with authorised procedures and that staff and students are appropriately trained in these operations and made aware of workplace health and safety requirements.</p>
<p>Director of Accreditation, Compliance and Quality Assurance (DACQA)</p>	<p>The DACQA is responsible for providing professional advice, developing appropriate policy and strategic programs and for maintaining the Incident Register.</p>
<p>Workplace Health and Safety Committees</p>	<p>Workplace Health and Safety Committees shall be constituted in accordance with legislative requirements and function as consultation mechanisms available to make recommendations to management regarding workplace health and safety issues. The requirements, roles and responsibilities of HSCs are to be detailed in the Terms of Reference for each committee.</p>
<p>Employees, Students, Contractors, Visitors and Others</p>	<p>It is the responsibility of employees, students, contractors, visitors and others to ensure this policy is carried out and to regard accident prevention and safe working as a collective and individual responsibility.</p> <p>Each person conducting activities on the College's behalf is responsible for observing all safety rules and procedures. These will be issued as safety policies, procedure manuals and programs, as necessary.</p>

6. Document Change Control

Version	Change Description	Date	Author
1.0	Policy Review Cycle update	16 December 2016	Corinne Green
1.1	Updated details on legislation and hyperlinks	28 May 2017	Corinne Green
1.2	Minor change to names of forms and and register	8 September 2017	Corinne Green