

Workplace Health and Safety Policy

Document

Document Name	Workplace Health and Safety Policy
Brief Description	The Workplace Health and Safety Policy sets out the approach of Sydney Institute of Business and Technology relating to the management of safety in the workplace for all staff, students and visitors and how the legislative obligations are met.
Responsibility	Senior Management Team
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Version Control

Date/Approval	Version No.	Summary of Changes	Reviewer Name and Department/Office
12/10/23	1	New Policy	Senior Management Team

Related Documents

Name	Location
Critical Incident Policy	SIBT Website
Equity and Diversity Policy	SIBT Website
Reasonable Adjustment Policy	SIBT Website
Student Code of Conduct	SIBT Website
Staff Code of Conduct	SIBT Website
Discrimination, Harassment, Victimisation and Bullying Policy	SIBT Website
Sexual Assault Prevention and Response Policy	SIBT Website
Sexual Harassment Prevention and Response Policy	SIBT Website
Evacuation Plans	
Business Continuity Plan	
Work Health and Safety Act 2011	https://legislation.nsw.gov.au/
Higher Education Support Act 2003	https://www.legislation.gov.au/
Higher Education Standards Framework (Threshold Standards) 2021	https://www.legislation.gov.au/

Name	Location
Education Services for Overseas Students Act 2000	https://www.legislation.gov.au/
National Code of Practice for Providers of Education and Training to Overseas Students 2018	https://www.legislation.gov.au/



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1. Purpose

- a) The purpose of the Workplace Health and Safety Policy is to outline SIBT's commitment to providing a learning and working environment that promotes wellbeing, health and safety.

2. Definitions

Term	Meaning
Safety	A state of being safe and protected from danger or harm. ¹
Health	A state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity. ²
Wellbeing	Wellbeing is not just the absence of disease or illness. It is a complex combination of a person's physical, mental, emotional, and social health factors. Wellbeing is strongly linked to happiness and life satisfaction. ³
Reasonable Adjustment	A reasonable adjustment is an administrative, environmental, or procedural assistance, action, or measure that SIBT takes to reduce or eliminate unnecessary barriers for people with a disability (or other needs) so that they can access and participate in the learning as far as possible on the same basis as others.

3. Application

- a) The Workplace Health and Safety Policy applies to all SIBT students, staff, contractors, partners, and visitors.

4. Policy Statement

- a) Sydney Institute of Business and Technology (SIBT) is committed to:
 - i. Providing a workplace and learning environments which are as safe and supportive, and promoting the wellbeing, health and safety of students, staff, and visitors;
 - ii. Ensuring that incidents, injuries, and illness within its operational areas are minimised or prevented through a pro-active and consultative approach to risk management.
- b) SIBT will meet its legislative obligations and exceed them where feasible. The risk management includes the provision of:
 - i. Safe systems of work and work environment;
 - ii. Safe plant, equipment, tools and personal protective equipment;
 - iii. Safe use, handling, storage and disposal of plant and substances;
 - iv. Access to adequate welfare facilities at work;
 - v. Adequate information and training;
 - vi. Continuous monitoring of health and safety in the workplace;
 - vii. Rehabilitation programs for injured workers;

¹ https://www.oxfordlearnersdictionaries.com/definition/american_english/safety

² <https://www.who.int/about/governance/constitution>

³ <https://www.betterhealth.vic.gov.au/health/healthyliving/wellbeing>

- viii. Appropriate supervision and enforcement of policies and protocols to ensure safe work practices; and
- ix. A risk management approach to hazards.
- c) SIBT will ensure that physical and psychological health, wellbeing, and safety are integrated, promoted and enhanced across all its operational areas and activities by:
 - i. Facilitating active participation in health promotion and safety initiatives;
 - ii. Ensuring that the consultation process regarding the health, wellbeing and safety of the College community is open to all staff and students;
 - iii. Enhancing staff and student knowledge, awareness and skills in wellbeing, health and safety practices;
 - iv. Encouraging the use of health support services for students and staff experiencing health, wellbeing and/or safety issues;
 - v. Offering reasonable adjustments for students and staff experiencing health, wellbeing, and/or safety issues. Refer to the Reasonable Adjustment Policy;
 - vi. Providing and utilising effective and robust health and safety management systems and processes; and
 - vii. Integrating wellbeing, health and safety in College's management systems, activities, and strategic objectives.
- d) SIBT conducts health, safety, and risk management programs and, maintains a register which ensures that:
 - i. Health and safety hazards are identified and addressed;
 - ii. Incidents and injuries are promptly investigated and reported; and
 - iii. The effectiveness of emergency plans and responses are regularly monitored and reviewed.

5. Legislative Framework

- a) Under common law, employers have a duty of care to take all reasonable measures to protect their employees from foreseeable risks arising from their employment. This duty of care embraces provision of the following:
 - i. Sufficient competent staff;
 - ii. A safe system or method of work;
 - iii. A safe work environment;
 - iv. Safe plant and equipment including reasonably foreseeable misuse of such; and
 - v. Adequate training, instruction and supervision.
- b) The NSW Work Health and Safety Act 2011 creates a statutory obligation for employers to ensure the health and safety of employees and other persons at work.
- c) The major elements of the employer's obligations are to ensure a safe workplace for all through identifying hazards, assessing the risk, eliminating the risk, or minimising the potential harmful consequences of the hazard.
- d) Employees and other persons in the workplace (including students, visitors, and contractors) have obligations under the Act to maintain healthy and safe workplace conduct as set out in section 10.

6. Wellness Health and Safety Action Plan

- a) SIBT has developed a Wellness Health and Safety Action Plan, with the purpose to:
 - i. Ensure that the College has safe and healthy workplace/s;

- ii. Establish an annual Wellness, Health and Safety (WHS) Action Plan that facilitates the planning, prioritising and monitoring of wellness, health and safety initiatives that align to Navitas' Wellness, Health and Safety vision, policy and strategy;
 - iii. Document the key wellness, health and safety priorities and initiatives to be implemented;
 - iv. Demonstrate the commitment of the College and approach towards continual improvement in wellness, health and safety performance;
 - v. Ensure that the College has a proactive approach to managing the legislative responsibilities for health and safety.
- b) The WHS Action Plan aims to:
- i. Prevent incidents, injuries, and illness at the College;
 - ii. Promote and enhance physical and psychological health and wellness;
 - iii. Measure, monitor and report WHS progress; and
 - iv. Meet legislative compliance, which is considered the minimum standard and strive to achieve the highest practicable performance.
- c) The WHS Action Plan is a dynamic document that will be reviewed regularly by the Work, Health and Safety Committee. The overall WHS Action Plan is the responsibility of the College Director and Principal, who will ensure the co-ordination of the reviews.
- d) Employees will be consulted on the development of the WHS Action Plan, and a current version will be available on Sydney City Campus for employees to access.

7. Training

- a) Staff is expected to participate in Health and Safety Online Training that includes but is not limited to:
- i. Basic Health & Safety – upon commencement of employment only;
 - ii. Fire Safety Training – upon commencement of employment and annually;
 - iii. Ergonomics – upon commencement of employment and annually;
 - iv. A small number of SIBT and WSUSCC staff acts as “Building Wardens” in emergencies. Annual training will be provided for those involved.
- b) The College Director and Principal ensures staff participation in health and safety online training and:
- i. Provides all staff with the relevant training details and materials;
 - ii. Ensures all staff have completed the required Health and Safety Training;
 - iii. Maintains a training record of all staff Health and Safety Training;
 - iv. Ensures the evacuation drills are performed annually.

8. Emergencies

- a) Staff should follow their prior training in an emergency (e.g., Fire Safety, First Aid, Floor Warden, etc).
- b) Staff should become familiar with the building Evacuation Plans located on all floors in common areas and in each classroom.
- c) If an ambulance is required, a staff member or first aid officer must call the ambulance. The building security will need to be notified that an ambulance is expected, in order to assist with navigation on campus.

- d) In some situations, it may be appropriate to enact the SIBT Critical Incident Policy, in addition to the procedures contained within this policy.

9. Incident/Hazard Reporting

- a) The NSW Work Health and Safety Act 2011 defines and requires an employer to record injuries, illnesses, and dangerous incidents at the workplace. These serious or potentially serious matters should be immediately reported to:
- i. The Workplace Health and Safety Officer;
 - ii. The relevant SIBT/WSUSCC staff and/or Division and;
 - iii. The relevant Navitas staff members and/or Division.
- b) A Navitas [Health & Incident Report Form](#) should also be completed for each incident.

10. Responsibilities

Position	Responsibilities
SIBT Board of Directors	<ul style="list-style-type: none"> • Oversees of all matters related to health, safety and wellbeing and risk management.
Senior Management Team	<ul style="list-style-type: none"> • Ensures their knowledge regarding work health, safety and wellbeing is relevant and up to date; • Leads, communicates and implements this policy; • Promotes and fosters a culture which ensures the continuous promotion and improvement of the wellbeing, health and safety of the SIBT and WSUSCC community; • Ensures appropriate and effective resources, systems, and processes to identify, analyse, prioritise, and manage hazards and risks involved in all College activities are provided, monitored, and reviewed; • Receives and considers reports on all matters related to health, safety and wellbeing; • Ensures compliance with any legal duty or obligation.
Directors, Managers, Program Convenors, Coordinators	<ul style="list-style-type: none"> • Implement resources, systems, and processes for overseeing and managing health, safety, and wellbeing matters within their designated area of responsibility; • Recognize and effectively handle hazards and risks associated with activities within their area of responsibility; • Provide guidance and training on the health, safety and wellbeing to individuals they bear a duty of care; • Promptly receive and appropriately respond to information concerning incidents, and other health, safety and wellbeing matters; • Identify, investigate, and take measures to manage health and safety accidents, incidents, and hazards; • Encourage staff to acquaint themselves with available health, safety and wellbeing resources and protocols; • Engage in discussions with staff about issues that directly impact their health, safety, and wellbeing.
All staff (including casual staff)	<ul style="list-style-type: none"> • Make sure they are familiar and comply with this policy; • Take reasonable care for their own wellbeing, health and safety;

Position	Responsibilities
	<ul style="list-style-type: none"> • Take reasonable care for the wellbeing, health and safety of others within the workplace, particularly those affected by their acts or omissions; • Are expected and encouraged to support staff and students experiencing wellness, health and/or safety challenges; • Understand and follow safe work practices relating to health, safety and wellbeing; • Comply with instructions from the College and given by emergency response personnel such as Fire Wardens and First Aid Officers; • Quickly report all health and safety accidents, incidents, and hazards their immediate supervisor.
Fire Wardens	<ul style="list-style-type: none"> • Complete relevant training; • Coordinate the emergency evacuation of staff, students, and visitors from buildings; • Notify the Work Health and Safety Committee of changes in their position or contact details.
First Aid Officers	<ul style="list-style-type: none"> • Ensure their first aid qualifications and training are current; • Check first aid kits and equipment are appropriately stocked up; • Ensure injuries and administered first aid treatment are recorded; • Administer treatment and assisting with emergencies; • Notify the Work Health and Safety Committee of changes in their position or contact details.
Students	<ul style="list-style-type: none"> • Make sure they are familiar and comply with this policy; • Comply with instructions from the College and given by emergency response personnel such as Fire Wardens and First Aid Officers; • Follow safe work practices, directions, and procedures relating to health and safety; • Seek information or advice from lecturers and staff before performing new or unfamiliar tasks; • Report all health and safety accidents, incidents, and hazards to a staff member as soon as practicable.
Visitors	<ul style="list-style-type: none"> • Comply with instructions from the College and given by emergency response personnel such as Fire Wardens and First Aid Officers; • Report all health and safety accidents, incidents, and hazards to a staff member, as soon as practicable.