



Work Health & Safety Policy

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A. Overview

- i. The Lead Institute of Higher Education ('the Institute' or 'LIHE') Work Health & Safety (WHS) Policy articulates its obligations and commitment to providing a safe and healthy work and education environment and to continually improve its WHS performance. LIHE WHS policy provides direction, as well as a framework for the Institute to achieve the intended outcomes of the WHS management system. The purposes of this Policy include to recognise, work within, and comply with the legal framework which supports Work Health and Safety under the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2011* to ensure a safe and healthy working and learning environments for all the employees, students, site visitors, tenants, and volunteers. LIHE also undertakes to ensure workplace health and safety in facilities and fieldwork locations for its students, and staff, and visitors.

- ii. Definitions

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

B. Scope

This Policy applies to all staff, students, and visitors at LIHE.

C. Policy Principles

- i. LIHE proactively works at reducing the risk of injury and sickness to its staff and other individuals at the Institute by endorsing a standardized approach to the planning, implementation and management of Work, Health & Safety that involves the recognition, assessment, and control of hazards.
- ii. The Institute promotes consulting, cooperating and coordinating with key stakeholders to achieve health and safety goals.
- iii. The Institute participates in the process of monitoring and review to ensure the effective measurement, evaluation and continuous improvement of the Work, Health & Safety management system.
- iv. LIHE is committed to providing leadership at all levels that is demonstrated through actions, accountability and dedication to the Work, Health & Safety of staff and the LIHE community.
- v. LIHE has a framework to promptly report any hazards, incidents, and injuries, investigate where necessary and implement control measures to eliminate or reduce the risk of recurrence.
- vi. The Institute aims to provide appropriate health and safety training for all staff and regularly circulate health and safety information and instructions to all staff and students on campus.
- vii. The Institute involves staff in a consultation process for making decisions when health and safety are impacted in the workplace.
- viii. The Institute recognises that its staff are the most valuable resources and in the event of a work-related injury, implements fair claim management practices and ensures effective rehabilitation services are provided with the aim of full recovery and a safe and sustainable return to work.

D. Responsibilities

Position	Responsibilities
Governing Council	<ul style="list-style-type: none"> i. Promotes and fosters a culture of health and safety at the Institute ii. Ensures that the health and safety related processes are core element of the Institute's operations, teaching and learning activities. iii. Ensures that appropriate resources, staff and processes are allocated to reduce the risk to health and safety that might arise as part of the Institute's operations. iv. Oversees and reviews: the management of the resources for effective performance; implementation of the policy and appropriate delegation of responsibilities.
Dean	<ul style="list-style-type: none"> i. Monitor and observe health and safety, and wellbeing of staff and students. The Dean ensures undertaking of corrective measures to amend any deficiencies. ii. Be aware of any hazards and risks related with LIHE activities.
Student Support Manager	<ul style="list-style-type: none"> i. Ensuring the Institute has suitable safe work system in place. ii. Ensures that all staff complete the mandatory health and safety training requirements. iii. Ensuring there are appropriate resources and processes to identify hazards and minimise risks and achieve work health and safety compliance
Staff	<ul style="list-style-type: none"> i. Integrating Work, Health & Safety risk management into operations, learning and teaching functions in work environments in their areas of control. ii. Comply with the Institute's procedure in relation to Work, Health & Safety. iii. Participate in Work, Health & Safety training and discussion organised by the Institute. iv. Promptly report work related hazards, injuries and accidents to LIHE line management.
Students	<ul style="list-style-type: none"> i. Abide by LIHE Work, Health & Safety Policy. ii. Promptly report work related hazards, injuries, and accidents to LIHE staff. iii. Follow the emergency evacuation procedures and any instruction given by emergency management staff.

E. Work, Health & Safety Management

- i. Develop a culture that encourages all staff to actively manage and minimize health and safety risk and injury.
- ii. Work, Health and Safety is managed in accordance with the Institute's safety management systems.
- iii. Manage and maintain communication and consultation on work health and safety matters with staff, students, and other relevant persons who manage the workplace, to ensure there are systems in place to provide a safe and healthy workplace.

- iv. Specific key objectives are outlined for addressing high-risk health and safety issues and insufficiency recognised in the system.
- v. Responsibility for the security of the collaboration at workspace is shared equally by all participants in accordance with this institute's policy and its related procedures.
- vi. Maintain an effective process for reporting and resolving health and safety issues.
- vii. Manage workers' compensation claims promptly, fairly, and equitably.

Version	Approved by	Approval Date
I	Governing Council	12 January 2023
Next Review	Custodian	Effective Date
Refer to the <i>Policy Documents Review Schedule</i>	Dean	12 January 2023
Bench Marking Institute	The University of Sydney Flinders University The University of Melbourne The University of Adelaide Bond University The University of Technology Sydney	
Related Documents	Dictionary of Terms Student Grievance Policy and Procedure Quality Assurance Policy Student Selection and Admission Policy and Procedure Risk Management Plan	
References and Legislations	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011	