Institute Health and Safety Policy and Procedure

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Policy Statement	
Purpose	The Glencoe Institute of Higher Education ('the Institute') *Institute Health and Safety Policy and Procedure* (the Policy') outlines the Institute's responsibilities and practices for ensuring a secure, safe, and healthy workplace and educational environment. The Policy is designed to ensure compliance with the *Work Health and Safety Act 2020 (WA)* and the Work *Health and Safety* (General) *Regulations 2022 (WA).*
Scope	This Policy applies to all staff, students, contractors, visitors, and members of the Institute's governance bodies and Committees engaged in Institute activities or present on Institute premises. It complements and operates in conjunction with the *Critical Incident and Emergency Management Policy and Procedure* and the *Risk Management Plan.*
Definitions	For definitions, please refer to the *Dictionary of Terms.*

1. Policy Principles

The Institute is committed to providing a safe and healthy environment for staff, students, and other individuals associated with the Institute by:

a) Aligning with relevant Commonwealth and Western Australian legislation, including the *Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021)*, the *Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)*, the *Education Services for Overseas Students Act 2000 (ESOS Act)*, and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)*, to ensure compliance with statutory obligations and regulatory standards for workplace health and safety;
b) Cultivating a positive and proactive culture of work health and safety (WHS) across all aspects of the Institute's operations;
c) Ensuring that work practices do not compromise the health and safety of others on campus or at external workplaces;
d) Recognising health and safety as both an individual and shared responsibility;
e) Making every effort to eliminate or control risks from hazards, including psychological hazards;
f) Identifying, consulting on, and managing psychosocial hazards**,** including stress, bullying, harassment, and work-related fatigue, through risk-assessment and control processes consistent with the *Work Health and Safety* (General) *Regulations 2022 (WA)* and the Institute's *Mental Health, Wellbeing and Sexual Harassment Strategy Plan*;
g) Prioritising communication and consultation as central elements of collaborative efforts for a safer workplace;
h) Ensuring that health and safety measures are accessible and inclusive, considering the diverse needs and backgrounds of the Institute's community;
i) Complying with all relevant laws, regulations, and industry standards related to health and safety.

2. Implementation

The strategies for implementing and operationalising this Policy include:

a) The Institute's Executive Management Team actively engaging in WHS and modelling best practices;

b) Collaboration with staff on health and safety issues, as stipulated by the WHS Act;
c) Delivery of necessary information, training, and supervision to ensure safety;
d) Identification, management and mitigation or elimination of hazards to ensure a safe environment for students, staff, and other stakeholders;
e) Robust investigation and reporting of all accidents and WHS incidents;
f) Provision of first aid and emergency procedures;
g) Ongoing assessment and enhancement of the Institute's WHS Management System;
h) Collection of regular feedback from students and staff through structured mechanisms, including induction surveys, semester evaluations, and standing WHS agenda items at staff meetings, to strengthen engagement, ownership and continuous improvement;
i) Accurate documentation and record-keeping of all incidents as per the *Records Management Policy and Procedure*.

3. Responsibilities

a) Governing Council has the ultimate responsibility for the workplace health and safety at the Institute and will:

i. Oversee the development, review, and approval of this Policy, ensuring it aligns with legal requirements and the Institute's values;
ii. Provide strategic direction for WHS initiatives, aligning them with the overall goals and mission of the Institute;
iii. Allocate resources, including budgetary considerations, to support the implementation of effective WHS programs and initiatives;
iv. Receive quarterly reports on WHS from the Risk and Audit Committee and the Dean , ensuring a defined, transparent, and auditable reporting cycle that strengthens governance integrity and aligns with TEQSA expectations.

b) Risk and Audit Committee will:

i. Regularly review and update the Risk Register;
ii. Review the WHS Incident Register Quarterly;
iii. Analyse WHS risks to assess their potential impact and recommend mitigation strategies to proactively enhance safety measures.
iv. Provide regular reports of the identified risks and mitigating strategies at each Governing Council meeting.

c) The Dean will:

i. Oversee the implementation of this Policy across all areas of the Institute;
ii. Utilise resources approved by the Governing Council to support WHS initiatives, ensuring sufficient funding and tools for maintaining a safe environment;
iii. Provide regular reporting to the Governing Council.

d) Executive Management Team will:

i. Hold a duty of care to exercise due diligence ensuring the Institute's compliance with the *Work Health and Safety Act 2020 (WA),* the *Work Health and Safety (General) Regulations 2022 (WA),* and all other applicable legislative obligations;

ii. Be responsible for reporting and investigating workplace incidents;
iii. Contact triple zero (000) in the case of an emergency;
iv. Notify *WorkSafe Western Australia* of any notifiable incident immediately upon becoming aware of it, and preserve the incident site in accordance with legislative requirements;
v. Take proactive measures to prevent recurrence of incidents by implementing corrective actions and preventive strategies;
vi. Establish emergency response plans, inclusive of first aid provisions, and ensuring preparedness for unforeseen events;
vii. Ensure compliance with audit requirements through proper document management processes;
viii. Actively engage staff, students, and contractors in consultation processes to support a culture of shared responsibility, safety leadership, and continuous WHS improvement;
ix. Facilitate consultation through mechanisms consistent with WHS legislative obligations, including the election of Health and Safety Representatives (HSRs) and, where applicable, the establishment of a Health and Safety Committee (HSC);
x. Promote open communication and collaborative issue resolution to ensure that workplace health and safety decisions reflect collective input and support continuous improvement.

e) Staff will:

i. Comply with the Institute's *WHS Policy and Procedure* and all relevant practices;
ii. Prioritise health and safety as a fundamental aspect of their responsibilities;
iii. Take reasonable care of their own well-being and of those under their supervision, ensuring that their actions or omissions do not compromise the health and safety of others;
iv. Participate in WHS training, emergency drills, and mental health awareness sessions as outlined in the *Mental Health, Wellbeing and Sexual Harassment Strategy Plan* and *Critical Incident and Emergency Management Policy*;
v. Immediately report hazards, near misses, and incidents following procedures outlined in the *Risk Management Plan* and *Records Management Policy and Procedure*.

f) Students, visitors, and contractors will:

i. Prioritise their own health and safety and ensure that their actions do not adversely impact others;
ii. Ensure compliance with local procedures related to work health and safety ensuring adherence to established guidelines and protocols;
iii. Follow any reasonable safety instructions or lawful direction provided by the Institute to the best of their ability;
iv. Promptly report any incidents or hazards encountered;
v. For contractors, comply with the Institute's WHS requirements, including induction, risk assessment where applicable, supervision, permit conditions, and prompt reporting of incidents or hazards.

4. Implementation – WHS Management

The Institute will develop a culture that prioritises WHS and encourages all staff to actively promote workplace wellbeing and safety in all activities across the Institute. It fosters psychological safety and inclusivity in all WHS initiatives, integrating communication and training with the *Equality,*

Diversity and Inclusion Policy and Procedure and the *Mental Health, Wellbeing and Sexual Harassment Strategy Plan*. Annual training addresses physical, mental, and psychosocial hazard awareness, as well as cultural safety principles, by ensuring:

a) Staff and students are informed of WHS best practice and the Institute's processes to achieve this;
b) Staff are fully aware of WHS responsibilities and duties;
c) Effective communication and wide dissemination of the Policy by including information in the following forms:
    i. New Student Orientation;
    ii. Staff Induction;
    iii. Student Handbook;
    iv. Student Prospectus;
    v. Safety Flyers and Posters;
    vi. Institute's Website.
d) Effective processes are in place for timely reporting and resolving WHS incidents or concerns;
e) A robust, accessible, and user-friendly system is provided for staff and students to report WHS issues, hazards, and incidents, including near misses;
f) All reports are automatically recorded in a central WHS Incident Register maintained by the Executive Management Team and reviewed quarterly by the Risk and Audit Committee to support proactive risk management and governance oversight;
g) Timely and effective management of serious workplace injuries, illnesses, or fatalities by activating procedures under the Critical Incident and Emergency Management Policy and Procedure. This approach ensures compliance, accountability, and safety, including:
    i. Immediate notification to *WorkSafe Western Australia*;
    ii. Documentation of all incident records, investigations, and outcomes;
    iii. Retention of records in accordance with the *Records Management Policy and Procedure*;
    iv. Compliance with the *Privacy Act 1988 (Cth*) and the *Privacy and Responsible Information Sharing Act 2024 (WA)*;
    v. Continuous review of incidents to inform risk mitigation and preventive strategies.
h) Effective systems are in place to ensure compliance e.g., security and fire alarm audits;
i) Workers' compensation claims are managed promptly, fairly and equitably;
j) The Risk Register is fit for purpose and current;
k) Currency of knowledge and mitigation of potential external new threats or risks e.g., new schemes in cyber threats.

5. Recordkeeping

The Institute will ensure that appropriate records relating to work health and safety matters are created and retained to support compliance, continuous improvement, and effective risk management.

WHS-related records, including incident reports, risk assessments, training logs, and correspondence, will be maintained in accordance with the *Records Management Policy and Procedure* for a minimum of seven (7) years. Records of serious injuries or notifiable incidents will be securely stored and accessible only to authorised personnel.

6. Review and Evaluation

The Governing Council, the Risk and Audit Committee, and the Executive Management Team are responsible for monitoring the effectiveness of this Policy and endorsing updates as required.

This Policy will be reviewed at least every two years, or earlier if required due to changes in legislation, regulatory requirements, technological developments within professional and industry sectors, or institutional priorities, to ensure its ongoing relevance, accuracy, and effectiveness.

Version Control

Version	Date of Approval	Approved By	Related Documents
1.1	22 October 2025	Governing Council	Critical Incident and Emergency Management Policy and Procedure Equality, Diversity and Inclusion Policy and Procedure Human Resources Management Policy and Procedure Mental Health, Wellbeing and Sexual Harassment Strategy Plan Records Management Policy and Procedure Risk Management Plan Student Code of Conduct Student Support Services Policy and Procedure
Benchmarking Institutions			Excelsia University College James Cook University UNSW College New South Wales Technical and Further Education Commission (TAFE NSW) Southern Cross University
Policy Owner			Dean
Legislations			Education Services for Overseas Students (ESOS) Act 2000 (Cth) (ESOS Act) Higher Education Standards Framework (Threshold Standards) 2021 (Cth) (HESF 2021) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) (National Code) Tertiary Education Quality and Standards Agency Act 2011 (Cth) (TEQSA Act) Privacy Act 1988 (Cth) Privacy and Responsible Information Sharing Act 2024 (WA) Work Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022 (WA)
Higher Education Standards Framework (Threshold Standards) 2021 (Cth)			Standard 1.3; Standard 2.3; Standard 6.2; Standard 7.3.