



PP-19 Work Health and Safety Policy and Procedures

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Policy

1. The purpose of this policy and procedures is to establish and maintain an effective health and safety management system. This will assist AIST to meet its obligations in accordance with the Occupation Health & Safety Act 2004.
2. This policy also supports the ESOS National Code 2018 - Standard 6.9.1 that states:

“take all reasonable steps to provide a safe environment on campus and advise overseas students and staff on actions they can take to enhance their personal security and safety”.
3. AIST is committed to providing an environment that enables all work and learning activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of staff, students, visitors, and anyone else who may be affected by our operations.
4. AIST’s commitment to providing safe and healthy working and learning environments for staff and students includes:
 - Providing relevant, up-to-date WHS information to all staff and students on matters such as workplace/campus safety and their responsibilities
 - Providing expert assistance/referral in WHS matters where necessary
 - Providing instruction and/or training in work processes where appropriate
 - Developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards
 - Implementing and maintaining appropriate information and reporting methods.
5. AIST encourages active participation, cooperation and consultation with all students, staff and others in the promotion and development of measures to improve health and safety.
6. All work and training environments will be routinely assessed to identify safety risks, hazards and identify areas for improvement. AIST will take immediate actions to respond to incidents and reduce or mitigate the risks caused by identified hazards.



7. Appropriate records of the organisation's workplace hazards, risks and workplace injuries will be accurately maintained at all times.

Responsibilities

1. WHS Committee

The WHS Committee is comprised of the CEO, the VET Academic Manager and Student Service Officer. It is responsible for ensuring AIST to comply with any duty or obligation under the WHS Act. This is achieved by exercising due diligence and the members must:

- Acquire and keep an up to date knowledge of work health and safety matters
- Gain an understanding of AIST's operations and the hazards and risks involved
- Ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way
- Ensure that AIST has, and implements, processes for complying with its WHS duties and obligations
- Consult with staff and students regarding their WHS concerns
- Ensure and review the conduct of regular workplace inspections
- Review the Work Health and Safety Report

2. Staff

AIST staff must take reasonable care for their own health and safety while they are at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by their manager. They must also co-operate with any reasonable AIST policy or procedure which relates to workplace health and safety. On a day to day basis this includes:

- Taking reasonable care to work in a safe manner to the extent of their control over working conditions and methods
- Making proper use of all appropriate safeguards, safety devices and personal protective equipment
- Following safe working practices and rules
- Reporting all known hazards, accidents and incidents as soon as possible.

It is acknowledged that, in accordance with the WHS Act, a staff may cease, or refuse to carry out work if they have a reasonable concern the work would expose them to a serious risk to their health or safety. The WHS Act requires staff who cease work to notify the relevant manager as soon as practicable after doing so. Whilst staff are required to remain available to carry out 'suitable alternative work' they are not required to remain at any place that poses a serious risk to their health or safety. If unable to return to work, workers and their managers are required to speak with the HR Manager about leave provisions.

3. Students

AIST students also have responsibilities to abide by the workplace safety rules and procedures. These responsibilities include:

- Taking reasonable care for their own health and safety and for the health and safety of other persons
- Attend orientation program before commencement of study at AIST
- Complying with, so far as they are reasonably able, all reasonable safety directions provided by AIST staff
- Reporting any workplace hazards and associated risks and safety incidents as soon as they become aware of them
- Not entering any restricted area without authorisation or escort
- Not bringing or consuming alcohol or illegal drugs on campus or any work placement



- Following the health and safety policy and procedures of the placement provider while conducting work placement
- Not wilfully or restlessly interfering with AIST property

WHS Risk Assessment

Procedures

Hazard/Incident Reporting Procedure

All staff are required to complete a Safety Incident Report Form or Workplace Hazard Report Form if a hazard/injury/incident occurs as a result of work undertaken on behalf of AIST, on AIST premises or whilst on a work break or work travel.

1. What should be reported?

- All Injuries- events that cause an illness or injury requiring medical action
- All Incidents- events that cause a minor injury of a first aid nature
- All Near-Misses- events that do not cause injury but have the potential to do so
- All Hazards= anything which has the potential to cause ill health or injury.

2. Action to be taken

AIST staff who experience a hazard/injury/incident are required to take the following action:

- Advise their manager of the incident, hazard or near-miss as soon as reasonably able
- Complete the relevant form and provide this to the WHS Committee; if necessary their manager may submit the relevant form on their behalf
- The WHS Committee will record all reports and will advise, assist and investigate
- The internal reporting of incidents, hazards and near-misses is separate from reporting notifiable incidents to Worksafe.



3. Reporting Notifiable Incidents Procedure

Under the Occupational Health and Safety Act 2004 (OHS Act), employers and self-employed persons must notify WorkSafe immediately after becoming aware an incident has occurred. It is an offence not to report a notifiable incident and failure to do so may result in prosecution.

a. Incidents that must be reported include those that result in:

- death
- needing medical treatment within 48 hours of being exposed to a substance
- immediate treatment as an in-patient in a hospital
- immediate medical treatment for injuries, including for example amputation, serious head or eye injury, electric shock, serious lacerations.

b. Incidents must also be reported where a person in the immediate vicinity is exposed to an immediate risk to their health or safety, for example due to:

- registered or licensed plant collapsing, overturning, failing or malfunctioning
- collapse or failure of an excavation, or shoring supporting an excavation
- collapse of a building or structure
- implosion, explosion or fire
- escape, spillage or leakage of any substance including dangerous goods
- plant or objects falling from high places

c. After receiving notification that such an incident has occurred, it is the WHS Committee's responsibility to determine whether the incident is "notifiable" and if so, report it to WorkSafe by the fastest possible means, either:

- By phone - call SafeWork NSW on 13 10 50
- Report the incident in writing within 48 hours by filling out the Incident Injury and Report Form which can be downloaded from:
https://www.safework.nsw.gov.au/data/assets/pdf_file/0004/52753/form-10-incident-and-injury-register.pdf

d. A record of the form will be kept for five years.

WHS Training and Induction

Training

1. AIST is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for AIST to achieve a safe workplace.
2. AIST's WHS training needs will be determined in consultation with staff, as well as by review of the Safety and Hazard Register. WHS training will be registered on the WHS Training Register.
3. WHS training can be generally categorised into three types:
 - Generic WHS Training – skills and knowledge which is commonly required, eg induction training, WHS risk management training, ergonomics, evacuation procedures. Generic WHS Training will be organised periodically by the WHS Committee.



- Risk Specific WHS Training- training required for those persons conducting specific activities or those with a specific risk to health and safety, eg first aid training, advanced driver training, fire warden training etc.
- Task Specific WHS Training- skills which are required depending on the specific hazards and risk, eg Conflict Resolution.

4. Training for Employees with Additional Responsibilities

There are specific training requirements for AIST Employees with the following additional responsibilities:

- First Aid Officers
- Health and Safety Representatives
- Fire Wardens.

This training will be reviewed periodically by the WHS Committee to ensure compliance.

5. Documentation for Training

A WHS Training Calendar and Schedule will be maintained by the CEO as evidence of training delivery and assessment of competence. WHS training will be registered on the WHS Training Register.

WHS Induction

1. All new staff are required to be provided with WHS information regarding the workplace as part of their overall induction to AIST. This is included in AIST's Staff Handbook.
2. A thorough WHS induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely. Managers are responsible for providing new staff adequate time to read their Staff Handbook so they are aware of the WHS systems, policies and procedures in place within AIST.
3. The WHS Committee will ensure that the Staff Handbook is provided to each new staff on commencement.

Risk Management

1. WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for staff and students at AIST.
2. As required by the WHS Act, AIST has adopted a risk management approach to underpin its WHS Management System. This approach involves all staff in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.
3. All staff are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by AIST include:
 - Bi-annual WHS Site inspections of whole campus
 - A comprehensive WHS risk register detailing all WHS risks associated with the operation and activities of AIST
 - Documented WHS policies and procedures
 - Risk assessments of newly purchased equipment
 - Risk assessments for any change to the work processes
 - Hazard, Near-miss and Incident reporting procedures
 - Incident investigations.



4. The Risk Management Process

WHS risk management should be undertaken for all activities where there is potential for harm including:

- Before activities commence
- Before the introduction of new equipment, procedures or processes
- When equipment, procedures or processes are modified.

a. Step 1: Identify the Hazard

- A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people, lifting/moving items and mustering.

b. Step 2: Assess the Risk

- Where a new hazard is identified by an AIST staff or students, immediate steps should be taken to notify those at risk of harm and this will be dependent on the nature of the hazard.
- Activities that are given a severe or major risk rating require immediate safety measures to be applied and work activity should be ceased or only proceed with extreme caution.
- The WHS Committee, in consultation with relevant stakeholders, will then investigate and assess the risk via the Risk Assessment Matrix. This then allow AIST to determine an overall risk rating.
- Assessment involves looking at the likelihood of the hazard to cause harm, and the potential impact of that harm to come up with an overall risk rating of minimal, minor, moderate, major or severe, and the assessment will be recorded during The Incident and Hazard Risk Assessment Form.

c. Step 3: Control the Hazards

- The most important step in managing risks involves eliminating the risk so far as is reasonably practicable, or if that is not possible, minimising the risks so far as is reasonably practicable to prevent death and serious injury.
- The aim in this step is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, follow processes or use protective equipment. In many cases, a combination of several control strategies may be the best solution.

d. Step 4: Review the Process

AIST will continuously review its WHS risk management strategies to monitor and improve control measures and find safer ways of doing things.

The WHS Risk Register

1. The risk assessment data collected from identifying, assessing and controlling risks is documented on a centralised WHS Risk Register for AIST. The WHS Risk Register holds a list of AIST's key risks that need to be monitored and managed. The risk register is managed by the WHS Committee and updated when WHS risks are identified. All staff are required to report hazards in line with the Hazards and Incident Reporting Procedure so that the risk register can be amended accordingly.
2. The WHS Committee is responsible for overseeing the WHS Risk Register, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.



Workplace Site Inspections

1. AIST is required by WHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its staff and eliminating or minimising the risks arising from those hazards. AIST's Workplace Site Inspection is designed to identify such risks.
2. A designated person appointed by the WHS Committee will conduct the Workplace Site Inspection on a bi-annual basis using the Workplace Inspection Checklist.
3. The WHS Committee, in consultation with the relevant stakeholders, will take appropriate remedial action for any hazards noted during these inspections and advise, assist and investigate risk accordingly.

Purchasing

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as IT infrastructure, furniture and fittings, office equipment, electrical goods, as well as contracted services such as maintenance.