

## Work Health and Safety Policy Version 1.0

### 1. Purpose

This policy and the associated procedures outline the approach by Nexus Institute of Higher Education to managing health and safety of all staff, students, contractors and visitors. The policy and associated procedures comply with the requirements of the Work Health and Safety Act 2011 (NSW) (WHS Act), the Higher Education Standards Framework (Threshold Standards) 2021 the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

The policy should be read in conjunction with

- Critical Incident Policy
- Student Code of Conduct
- Staff Code of Conduct
- Equity and Diversity Policy
- Health and Safety Policy
- Bullying, Discrimination and Harassment Prevention Policy
- Sexual Assault and Sexual Harassment Policy.

### 2. Scope

The policy applies to all staff, staff, contractors and visitors at Nexus Institute and at all locations where business activities of Nexus Institute are conducted.

### 3. Definitions

*Work Health and Safety Officer.* The designated point of contact for staff seeking to obtain information and report issues concerning WHS matters and the consultative link between management and staff on WHS issues.

*Hazard.* A hazard is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

### 4. Policy statement

Nexus Institute is committed to:

- providing a safe and healthy environment for all staff, students, contractors and visitors during their participation in activities with Nexus Institute
- implementing effective risk management systems that are relevant and suitable for the Institute's scope of business
- promoting workplace health and safety at all times
- continuously improving performance in relation to health and safety
- encouraging active participation, cooperation and consultation with all staff and others in the promotion and development of measures to improve health and safety
- actively responding to, recording and investigating all incidents
- maintaining relevant policies, procedures, training, codes of conduct and systems to support and communicate effective health and safety practices throughout the Institute

- routinely conducting checks of the work environment to assess risks, identify hazards and identify areas for improvement
- taking immediate steps to reduce the risk of identified workplace hazards
- providing appropriate induction, training, information and updates to staff, students, contractors and visitors on a regular basis about workplace health and safety.

All staff, students, contractors and visitors must comply with this policy and any other reasonable instruction, from Nexus Institute. Failure to follow safe systems of work, misuse of health and safety equipment, bypassing of a risk control measure or interfering with another person's efforts to work safely, may infringe the WHS Act. Non-compliance will be managed pursuant to the Code of Conduct.

## Procedures

*Health and Safety Committee.* The Health and Safety Committee will consider and make recommendations on health and safety issues. The role of the Health and Safety Committee is to:

- support cooperation and consultation between Nexus Institute and staff on health and safety issues
- assist in developing health and safety standards, rules and procedures that will be followed at Nexus Institute.

The Health and Safety Committee reports to the CEO.

The Health and Safety Committee will have at most six members. At least half of the members of the committee must be staff and not personnel nominated by Nexus Institute. Observers or guests may also be invited to sit in at meetings. The Committee will meet at least once every 3 months.

The list of members of the Health and Safety Committee and agendas of its meetings will be made available to all staff.

*Identification and control of hazards.* Managers will take the following steps to manage hazards and hazardous activities within their control.

- Identify workplace hazards and hazardous activities and assess the risks
- For risks rated high, prepare a risk assessment identifying the specific hazards and risk controls and seek approval for the activity from the CEO
- Monitor the controls regularly to check their effectiveness and take account of new information and incidents
- Report on risk controls and incidents to the WHSO.

*Investigation and reporting of all accidents and dangerous incidents.* Managers should attempt to resolve issues if they have the relevant skills and it is safe to do so. All WHS incidents and corrective action taken should be reported to the WHSO to consider if further action is needed. More serious incidents should be reported to the WHSO.

Where there is immediate risk, staff are to cease unsafe work, or may be directed to cease work by the WHSO.

Serious incidents may need to be reported to SafeWork NSW.

*Provision of first aid and emergency procedures.* Nexus Institute will ensure that first aid equipment is readily accessible and that first aid training is made available to staff.

*Training.* Nexus Institute will provide regular briefing and training sessions on common causes of injury such as manual handling, repetitive movement, stress, slips, trips and falls and injuries caused by aggressive and unpredictable people.

Health and safety is a standing item for team meetings.

## 5. Roles and responsibilities

The Directors are responsible for ensuring that Nexus Institute provides policies and resources that enable a safe place to work. Directors

- Assume ultimate accountability for an effective WHS system
- Ensure that health and safety is part of the corporate planning process
- Ensure that all legislative requirements are met or exceeded
- Ensure that specific and measurable targets for health, safety and welfare are set

The CEO is responsible for the implementation and monitoring of this policy.

The Work Health and Safety Officer (WHSO) assists the CEO by providing advice on health and safety and ensuring compliance with health and safety requirements. The Work Health and Safety Officer has delegated responsibilities for reporting and investigating incidents, injuries and hazards, implementing agreed control measures, promoting health, safety and wellbeing awareness and maintaining the Work Health and Safety Register.

The WHSO will provide a WHS report to each meeting of the Board of Directors.

Managers at all levels are required to maintain health and safety in their area of responsibility by

- Ensuring the effective implementation of the WHS system within their own business area
- Arranging adequate physical and people resources and allocate them appropriately in relation to all health and safety requirements including (but not limited to):
  - Communication
  - Consultation
  - Training
  - Risk management
  - Hazard and incident investigation and implementation of control measures
- Ensuring all staff within their reporting line are aware of their health and safety responsibilities and are fully informed about the hazards associated with their work activities
- Ensuring all staff within reporting line are adequately trained and appropriately supervised
- Assisting staff in the return to work process and ensure that managers carry out their responsibilities in this process to the full.
- Ensuring that ongoing risk management practices and implementation of required actions take place
- Providing adequate information and supervising risk management of health and safety matters including safe work, emergency, maintenance and reporting procedures
- Ensuring that investigations of incidents affecting health and safety in the workplace take place and that control measures to prevent a recurrence are identified and put into practice

- Providing a safe workplace for their staff.

All staff including managers have a responsibility to work safely, take all reasonable care for their own health and safety and always consider the health and safety of others who may be affected by their actions. This applies to staff undertaking work from home or at an off-site location. All accidents or near occurrences must be reported to the WHSO.

## 6. Related information

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)

## 7. Document control

|                     |                                                                                                                               |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Category            | Operational                                                                                                                   |
| HESF Standard       | 2.3                                                                                                                           |
| Policy name         | Work Health and Safety Policy                                                                                                 |
| Policy owner        | CEO                                                                                                                           |
| Policy approver     | Board of Directors                                                                                                            |
| Date of approval    | 14 February 2024                                                                                                              |
| Date of next review | 1 February 2027                                                                                                               |
| Change log          | Version 0. Original version created on 2 February 2024.                                                                       |
|                     | Version 1. Feedback from Board of Directors incorporated on 15 Feb 2024. Responsibilities of Directors and managers expanded. |
|                     |                                                                                                                               |



## Hazard/incident report form

Use this form in your workplace to report health and safety hazards and incidents.

### Hazard/Incident

Brief description of hazard/incident: (Describe the task, equipment, tools and people involved. Use sketches, if necessary. Include any action taken to ensure the safety of those who may be affected.)

Where is the hazard located in the workplace?

When was the hazard identified? Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_am/pm

Recommended action to fix hazard/incident: (List any suggestions you may have for reducing or eliminating the problem – for example re-design mechanical devices, update procedures, improve training, maintenance work)

Date submitted to manager: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_am/pm

### Action taken

Has the hazard/incident been acknowledged by management? Yes/ No

Describe what has been done to resolve the hazard/incident:

Do you consider the hazard/incident fixed? Yes/ No

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_