

Health and Safety Policy

1. Contents

1. Contents.....	2
2. Preamble.....	3
3. Purpose.....	3
4. Scope.....	3
5. Definitions.....	3
6. Policy.....	3
7. Referred Legislation and References.....	5
8. Relevant HEA Policies and Procedures.....	6
9. Document and Version Details.....	7
10. Policy Inquiries.....	7

2. Preamble

Developing a values-based culture of care is a commitment and priority for HEA and encompasses all aspects of wellbeing, safety and health. Being committed to providing a healthy and safe workplace means that HEA is proactive in its identification of any risks and uses its culture and governance to create, support and foster a safe environment for all its Students and Staff.

HEA acknowledges its obligations to work health and safety regulations and complies with the *Higher Education Standards Framework (Threshold Standards) 2021* and the *Education Services for Overseas Students Act 2000 (Cth)* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. This policy also aligns with the Australian government's workplace health and safety regulations and applicable Commonwealth and State or Territory work health and safety legislation.

3. Purpose

This policy establishes the principles for the provision and maintenance of an environment that aims to eliminate risks to health and safety, that promotes and develops a safe working and learning environment and responds to risks and incidents in an appropriate manner to safeguard the health and safety of all staff and students.

4. Scope

This policy applies to all HEA staff, students, stakeholders, contractors, visitors and volunteers.

5. Definitions

Please refer to the Glossary of Terms.

6. Policy

HEA is committed to maintaining the health, safety and wellbeing of all its staff, students, visitors and volunteers and follows the below principles:

6.1 Principles

- 6.1.1 Ensure effective governance and oversight of HEA's performance in health and safety, promoting active participation and involvement of its Staff and Students in wellbeing consultation. The Board of Directors retains ultimate accountability for health and safety governance.
- 6.1.2 Develop and continually encourage a proactive safety culture and work health and safety capability and promote an organisational culture that adopts health and safety as an integral component of its management philosophy.
- 6.1.3 Establish and monitor measurable objectives for health and safety, with a target of continual improvement and elimination of safety lapses and injury.
- 6.1.4 HEA will identify hazards, assess foreseeable risks and ensure that appropriate controls are in place to prevent incidents.
- 6.1.5 HEA will allocate suitable financial, physical and human resources to enable HEA to operate safely and in accordance with relevant Federal and State government legislation.
- 6.1.6 Provide safe and suitable equipment, facilities and infrastructure which support learning outcomes whilst safeguarding the health and safety of staff and students.
- 6.1.7 Establish a health and safety management framework of the highest standard that complies with all legislative requirements.
- 6.1.8 Engage staff in a consultative and transparent process for decision making to respond to changes to health and safety legislation which have an impact on the working environment.
- 6.1.9 Actively identify and manage health and safety risks, through systematic identification of hazards, risks and implementation of effective risk controls.
- 6.1.10 Provide health and safety training at all levels of the institute and provide proactive support services which minimise the risks of physical and psychological injuries.

6.2 Responsibilities

- 6.2.1 All staff have a positive duty of care to mitigate and minimise health and safety risks and uphold the health and safety standards of the working environment, fellow staff, students and visitors under their control.
- 6.2.2 HEA expects all staff to take responsibility for their own health and safety and to report hazards and risks to relevant staff.
- 6.2.3 HEA expects all students to take responsibility for their own safety and to take steps to minimise their risks and report health and safety risks to appropriate staff.
- 6.2.4 HEA will maintain accurate records to enhance work and safety management systems and to comply with record keeping responsibilities under the Work Health and Safety Act 2011.
- 6.2.5 HEA expects all staff and students to accept their joint responsibility in ensuring that the highest possible standards of health, safety and wellbeing are maintained in all activities at HEA.

6.3 Safety and Security

- 6.3.1 The safety and security of students both on and off campus is of paramount importance.
- 6.3.2 Campus security phone numbers will be made available to all staff and students.
- 6.3.3 Students will be alerted to safety precautions as detailed in the Student Wellbeing and Support Policy and Procedure.
- 6.3.4 HEA will maintain a Critical Incident Register and Risk Register. Registers will be monitored through HEA's governance and risk management processes.
- 6.3.5 HEA will have a critical incident management process and relevant policies and procedures to respond to critical incidents.
- 6.3.6 HEA is committed to the protection and wellbeing of staff and students online and will provide relevant resources regarding online safety.
- 6.3.7 Students will be provided with access to HEA programs regarding mental and physical health, sexual violence, drug and alcohol abuse.

6.4 Risks to Wellbeing

HEA is cognisant of potential risks which may adversely affect student wellbeing and safety and will consider these when admitting students. This is undertaken in accordance with the *Admissions Policy and Student Wellbeing and Support Policy*.

6.5 Breach of this Policy

A breach of this policy may also be considered a breach of the Code of Conduct. A breach will be dealt with in accordance with the relevant procedure.

6.6 Review

This policy will be reviewed once every two years or earlier if required.

7. Referred Legislation and References

Accident Compensation (Occupational Health and Safety Act 1996)

<https://www.legislation.vic.gov.au/in-force/acts/accident-compensation-occupational-health-and-safety-act-1996/002>

Australia's National Digital Health Strategy

<https://www.digitalhealth.gov.au/sites/default/files/2020-11/Australia%27s%20National%20Digital%20Health%20Strategy%20-%20Safe%2C%20seamless%20and%20secure.pdf>

Bio Security Act 2015 - <https://www.legislation.gov.au/Details/C2020C00127>

Dangerous Goods Act 1985 – Version No 109 2022

<https://content.legislation.vic.gov.au/sites/default/files/2022-03/85-10189aa108%20authorised.pdf>

DET Risk Management Framework, 2016

<https://www.education.vic.gov.au/Documents/school/principals/spag/governance/riskframework.pdf>

Education for Overseas Students (ESOS Agency) Determination 2020

<https://www.legislation.gov.au/Details/F2020L00925>

Electrical Safety – Safe Work Australia - <https://www.safeworkaustralia.gov.au/safety-topic/hazards/electrical-safety>

Guide to Occupational Health and Safety Regulations 2017

<https://www.worksafe.vic.gov.au/resources/guide-occupational-health-and-safety-regulations-2017>

ISO 31000:2018 Risk Management Guidelines

<https://www.iso.org/obp/ui/#iso:std:iso:31000:ed-2:v1:en>

Mental Health First Aid Australia <https://mhfa.com.au/>

Model Work Health and Safety Act 2022 <https://www.safeworkaustralia.gov.au/doc/model-work-health-and-safety-act>

National Code of Practice for Providers of Education and Training to Overseas Students 2018

<https://www.legislation.gov.au/Details/F2020L00925>

National Health Security Regulations 2018 -

<https://www.legislation.gov.au/Details/F2018L01247>

Occupational Health and Safety and other Legislation Amendment Act 2021

<https://www.legislation.vic.gov.au/as-made/acts/occupational-health-and-safety-and-other-legislation-amendment-act-2021>

Safe work Australia <https://www.safeworkaustralia.gov.au/safety-topic/hazards/sitting-and-standing>

TEQSA Good Practice Note: Preventing and responding to sexual assault and sexual harassment in the Australian higher education sector <https://www.teqsa.gov.au/guides-resources/resources/good-practice-notes/good-practice-note-preventing-and-responding-sexual-assault-and-sexual-harassment-australian-higher-education-sector>

Victorian Guide to occupational Health and Safety (updated 2022)

<https://www.nfplaw.org.au/free-resources/work-health-and-safety-laws/victoria>

Workplace Injury Rehabilitation and Compensation Act 2013 (Victorian legislation)

<https://www.legislation.vic.gov.au/in-force/acts/workplace-injury-rehabilitation-and-compensation-act-2013/043>

8. Relevant HEA Policies and Procedures

- Acceptable Uses of Resources Policy
- Admissions Policy
- Admissions Procedure
- Bullying, Discrimination and Harassment Prevention Policy
- Bullying Discrimination and Harassment Prevention Procedure
- Code of Conduct
- Critical Incident Management and Business Continuity Policy
- Infrastructure and Resources Policy
- Records and Information Management Policy
- Risk Management Policy
- Student Orientation Policy
- Student Orientation Procedure
- Student Wellbeing and Support Policy
- Student Wellbeing and Support Procedure

9. Document and Version Details

Approval Authority	Board of Directors
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10. Policy Inquiries

For any inquiries about this policy, please email us. (studentsupport@heau.edu.au)