

Health and Safety Policy

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Preamble

AIFE is committed to supporting the health, safety and welfare of its students, staff, governing bodies and individuals engaged in providing services to AIFE, wherever possible.

The characteristics of AIFE's operating model are that administrative, management and organisational governance activities are conducted from AIFE's Head Office in Melbourne. The teaching of AIFE students is conducted exclusively online, which is completed in international locations, either in the student's own home environment, or at the campus of the student's employing university.

Accordingly, AIFE will take all reasonable steps to ensure that all AIFE staff, governing bodies and its contractors are provided with the appropriate support and resources to maintain their health, safety and welfare, and that all students will be provided with similar support and resources, appropriate to an online environment in international locations.

Purpose

This Policy sets out how Australia Institute of Future Education (**AIFE**) provides a safe environment and will comply with relevant workplace health and safety regulations.

Scope

This Policy applies to:

- All AIFE staff and students
- Members of AIFE's Governing Bodies, and
- Individuals engaged in providing services to AIFE, such as contractors and consultants.

Policy

A safe and healthy environment will be maintained for AIFE students, staff and visitors.

Any hazards and risks to health and safety will be eliminated or minimised as soon as reasonably practicable.

In seeking to maintain a safe environment, AIFE will:

- Comply with all relevant health and safety legislation
- Provide information, instruction and training to enable all students to study, and staff to work safely
- Consult with and involve students and staff on matters relating to health, safety and wellbeing

- Provide appropriate safety equipment and personal protective equipment where relevant or required, and
- Provide a suitable injury management and return to work program for staff who may have been injured at work.

Examples of targeted measures and the types of information in place to foster a safe and secure environment is provided for at **Appendix 1**.

Information, Training and Instruction

There will be orientation sessions for students on the following:

- Online safety and inappropriate behaviours
- Alcohol and drug consumption, and
- Sexual harassment and sexual assault.

Staff who have been nominated to:

- Administer first aid person will receive the required training, and
- Act as fire warden will receive training on evacuation protocols, including for persons with disabilities by an appropriate officer.

A staff member from Admin Support will receive first responder training, including for allegations of sexual assault, possible bomb threats and infectious viruses.

First Aid

AIFE will determine first aid requirements by:

- Identifying possible hazards that could result in a work-related injury or illness
- Assessing the types, severity and likelihood of injuries and illnesses
- Providing appropriate first aid equipment, facilities and training, and
- Reviewing first aid requirements on a regular basis or as circumstances change.

AIFE will ensure that:

- The first aid kit and equipment are adequate and accessible, and maintained and reviewed on site
- There is at least one first aid nominee, who is easily identifiable and contactable by posting their work location and contact details in areas frequented by staff and in the student handbook
- The first aid nominee is adequately trained to perform first aid, including attending regular training to maintain their first aid knowledge and skills, and to confirm their competence to provide first aid, and
- Where first aid is required to be administered to a person/s not on-site, the first aid nominee will make the necessary referrals to enable first aid / or appropriate assistance to be administered remotely.

The first aid nominee will record any first aid treatment given and report this to the CEO.

Safety On-site

AIFE will ensure the following is provided and maintained to promote safety:

- Entry and exits to the office
- Work and learning spaces, formal and informal
- Floors designed and maintained for education and related services, including support functions
- Security cameras (e.g. CCTV (or closed-circuit television)) positioned strategically inside and outside AIFE's office to improve safety but not compromise on the privacy of staff
- Adequate lighting to enable each person to carry out work, move around the office, and evacuate in an emergency
- Adequate ventilation, and
- Adequate facilities, including toilets, drinking water, washing and eating facilities, maintained in good working order and clean, safe and accessible.

Reporting

Incidents or hazards should be promptly reported.

Where there is a risk to life:

- Call emergency, which is 000 for Australia, or
- For staff or students not located in Australia contact local emergency services.

Any incidents or hazards reported, whether by students or staff, will be recorded and reported to the Board of Directors on a quarterly basis.

Where an incident may impact on AIFE's capacity to comply with the *Higher Education Standards Framework (Threshold Standard) 2021*, the Tertiary Education Quality and Standards Agency will be notified within 14 days of the incident.

Monitoring and Improvement

Data on health and safety incidents, including near misses, will be collected to:

- Minimise future incidents and hazards, and
- Improve health and safety on AIFE sites.

The Board of Directors will receive an annual report on the adequacy and effectiveness of health and safety strategies used.

Responsibilities

All AIFE members should:

- Take reasonable care of their own health and safety both onsite and online

- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents, and
- Use equipment, and online platforms safely and as instructed.

Definitions

For the purposes of this Policy, the following terms are defined as follows:

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| Governing Bodies | Consists of the Board of Directors, Academic Board, Course Development Committee and, the Learning and Teaching Committee, and any other committees established by the Board of Directors or the Academic Board |
|------------------|---|

Version history

| Version # | Changes | Approval Body | Approval Date |
|-----------|------------|--------------------|------------------|
| 1.0 | New policy | Board of Directors | 14 December 2022 |

Additional Information

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| Policy Status | Approved |
| Policy Owner | CEO |
| Next Review Date | 3 years from Approval Date |
| Related Internal Documents | Critical Incident Policy and Procedure Sexual Assault and Sexual Harassment Policy and Procedure |
| Higher Education Standards Framework (Threshold Standards) 2022 | Standards 2.3.4 and 2.3.5 |
| Other Legislative or Regulatory Instruments | Not applicable |

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Appendix 1 | Targeted Wellbeing Measures

The following table details the types of information available to foster a safe and secure learning and work environment conducive to the wellbeing of all stakeholders.

| Area of wellbeing | Impacts | Safety / Security Measure | Documentation | Responsibility |
|--|----------|--|---|----------------|
| Inclusive and safe culture | Students | Information about discrimination, bullying and harassment, including sexual harassment. | Sexual Assault and Sexual Harassment Policy and Procedure Student Orientation Student Code of Conduct | Dean |
| | Staff | Information about discrimination bullying and harassment including sexual harassment. | Staff Induction ¹ Staff Manual ² | CEO |
| The right to lodge a grievance | Students | Information about ready access to grievance procedures and lodging a grievance without fear of discrimination. | Student Orientation Student Handbook Student Grievance Policy and Procedure | Dean |
| | Staff | Information about ready access to grievance procedures and making complaints without fear of discrimination. | Human Resource Management Policy and Procedure | CEO |
| The right to a safe and secure environment | Students | Information about responsibility to maintain a safe and secure environment respectful of the needs of others. | Student Orientation Student Code of Conduct | Dean |

¹ The Staff Induction will be developed upon commencement

² The Staff Manual will be developed upon commencement

| Area of wellbeing | Impacts | Safety / Security Measure | Documentation | Responsibility |
|--|----------------|--|---|--|
| | Staff | Information about responsibility to maintain a safe and secure environment, respectful of the needs of others. | Staff Code of Conduct | CEO |
| Code of Conduct | Students | Information about rights and obligations and disciplinary procedures for breaches. | Student Orientation Student Code of Conduct | Dean |
| | Staff | Information about rights and obligations and disciplinary procedures for breaches. | Staff Induction Staff Manual | CEO |
| Personal support services | Students | Information on access to academic and personal support services (learning support, counselling, advocacy, welfare) | Student Orientation Student Code of Conduct | Dean Student Administration and Support Officer |
| | Staff | Information on access to personal support services | Staff Induction Staff Manual | CEO |
| Evacuation and emergency procedures | Staff | Information on adherence to safety procedures (emergencies and evacuations) and safe locations | Critical Incident and Emergency Management Policy and Procedure | CEO |
| Workplace health and safety (WHS) procedures | Staff | Information on WHS procedures and WHS compliance | Staff Induction Staff Manual | CEO |
| Theft prevention | Students | Information on protecting personal property | Student Orientation Student Handbook | Dean Student Administration |

| Area of wellbeing | Impacts | Safety / Security Measure | Documentation | Responsibility |
|----------------------------|----------|---|--|---------------------|
| | | | | and Support Officer |
| | Staff | Information on protecting personal property, security procedures (keys and duplicates), lockable cabinets, locking office doors when vacant | Staff Induction Staff Manual Campus Signage Evacuation Drills | CEO |
| Online safety and security | Students | Information on actions to enhance online safety and security | Student Orientation Student Handbook | Dean |
| | Staff | Information on actions to enhance online safety and security | Staff Induction Staff Manual | CEO |