

Health and Safety Policy

1. Purpose and Scope

- 1.1 The Health and Safety Policy defines the principles of AIAT's commitment and approach to the continuous improvement of health and safety in the workplace as defined in the Work Health and Safety Act 2012 (SA) and related Regulations and the Return to Work Act (2014). The policy also incorporated principles associated with injury management.
- 1.2 This Policy applies to all staff of AIAT as well as students and visitors. It applies when undertaking an AIAT approved activity either on and off campus.

2. Definitions

Refer to *Glossary of Terms*.

3. Policy Statement

- 3.1 AIAT is committed to providing a physically and mentally safe and healthy workplace for its staff, students and visitors.

4. Policy Principles

- 4.1 As part of its Staff Code of Conduct and Student Code of Conduct, AIAT aims to foster a healthy and safe environment for work and study.
- 4.2 AIAT will undertake the following activities in fulfilling its commitment to provide a healthy and safe workplace:
 - 4.2.1 develop, implement and maintain a health and safety management system;
 - 4.2.2 comply with applicable health and safety legislation as well as other requirements such as the Codes of Practice (Australia-wide and South Australian specific);
 - 4.2.3 develop, implement and maintain a mental health strategy that specifically outlines how to ensure AIAT is a mentally healthy workplace;
 - 4.2.4 implement a health and safety risk management process to ensure workplace hazards are identified, assessed, controlled and reviewed where they are not able to be eliminated;
 - 4.2.5 implement a specific mental health risk management process to ensure psychological workplace hazards are identified, assessed, controlled and reviewed where they are not able to be eliminated;
 - 4.2.6 provide adequate human and financial resources including internal or external expertise as required to enable the effective implementation of the Health and Safety Policy;
 - 4.2.7 make available relevant supervision, training, instruction, information and safe systems of work to allow staff, students and visitors to perform their duties so they can work and study safely and effectively;

- 4.2.8 implement arrangements for the consultation of health and safety matters with staff, students and visitors in a manner that is easy to understand and takes into account cultural and linguistic diversity;
 - 4.2.9 support work related injured or ill staff through the provision of high quality injury management practices, with the aim of full recovery and a safe and sustainable return to work;
 - 4.2.10 apply effective communication strategies to minimise duration of work related injury and achieve a timely return to work;
 - 4.2.11 support students and visitors with injury management requirements where the injury has occurred as a result of AIAT business;
 - 4.2.12 establish measurable objectives and targets for health and safety aimed at the elimination of work-related illness and injury; and
 - 4.2.13 report on measurements and targets to the Board of Directors.
- 4.3 AIAT will
- 4.3.1 encourage the raising of health and safety issues without fear of concerns of reprisal;
 - 4.3.2 provide a variety of opportunities to enhance staff and student wellbeing.
- 4.4 The consequences of non-compliance with this policy may be:
- 4.4.1 addressed through AIAT's Dealing with Unsatisfactory Performance and Misconduct (Staff) Procedure or Student General Misconduct Procedure; and/or
 - 4.4.2 subject to sanctions by a regulator under the relevant legislation.

5. Roles and responsibilities

- 5.1 The Board of Directors is responsible for
- 5.1.1 providing adequate financial and human support to allow an effective implementation of this policy; and
 - 5.1.2 oversee the monitoring of AIAT's health and safety performance against objectives and targets.
- 5.2 The CEO is responsible for
- 5.2.1 the effective implementation of this policy; and
 - 5.2.2 reporting AIAT's health and safety performance against objectives and targets to the Board of Directors on an annual basis.
- 5.3 The Campus Manager is responsible for
- 5.3.1 the day-to-day health and safety on the campus;
 - 5.3.2 providing leadership and setting a good example in health and safety matters; and
 - 5.3.3 carrying out their role and responsibilities and acting on any health and safety matter on campus as specified in relevant AIAT health and safety related policies, procedures and strategies or as delegated by the CEO.
- 5.4 The Executive Management Group is responsible for

- 5.4.1 providing leadership and setting a good example in health and safety matters; and
 - 5.4.2 carrying out their roles and responsibilities and acting on any health and safety matter for the areas they are responsible as specified in relevant AIAT health and safety related policies, procedures and strategies.
- 5.5 Staff and students are required, collectively and individually, to
- 5.5.1 take responsibility for their own health and safety at AIAT and the health and safety of others;
 - 5.5.2 treat others with respect as per the Staff Code of Conduct and Student Code of Conduct;
 - 5.5.3 actively participate in all health and safety activities including gaining an understanding of health and safety strategies;
 - 5.5.4 report potential hazards and risks and taking responsible steps to minimise exposure to injury or illness;
 - 5.5.5 comply with AIAT health and safety policies, procedures and strategies; and
 - 5.5.6 participate in training on health and safety matters.
- 5.6 Visitors are required to
- 5.6.1 take responsibility for their own health and safety at AIAT and the health and safety of others;
 - 5.6.2 treat others with respect;
 - 5.6.3 report potential hazards and risks and taking responsible steps to minimise exposure to injury or illness;
 - 5.6.4 comply with AIAT health and safety policies; and
 - 5.6.5 participate in training on health and safety matters when requested.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Health and Safety Policy
Policy Reference No.	POL – 10
Policy Approval	Board of Directors
Policy Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 2021: 2.3.4
Related Documents	Dealing with Unsatisfactory Performance and Misconduct (Staff) Procedure Risk Management Policy Staff Code of Conduct Student Code of Conduct Student General Misconduct Procedure

Related Legislation	<p>Higher Education Standards Framework (Threshold Standards) 2021 (HESF)</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018</p> <p>Return to Work Act 2014 (SA)</p> <p>Return to Work SA Code of Conduct for Self-insured Employers</p> <p>Work Healthy and Safety Act 2012 (SA)</p>
References	<p>AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy:</p> <p>Edith Cowan University (2020) Health and Safety Policy</p> <p>Flinders University (2021) Work Health and Safety Policy</p> <p>University of Wollongong Australia (2020) Work Health and Safety Policy</p> <p>The University of Adelaide (2019) Health, Safety and Wellbeing Policy</p> <p>The University of Notre Dame Australia (2019) Policy: Work Health and Safety</p> <p>University of South Australia (2020) Health safety and injury management</p>
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Governance

6. Document Version Control

Document No	POL - 10	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Policy number update; typos fixed
Created Date	Feb 2022		