

Policy Title

Wellbeing, Health and Safety Policy

Preamble

This Policy is consistent with:

- The Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- The Higher Education Standards Framework (Threshold Standards) 2021
- The Education Services for Overseas Students Act 2000 (ESOS Act)

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

Purpose

This Policy outlines Deakin College's commitment to providing a learning and working environment that promotes wellbeing, health and safety.

Scope

This Policy applies to all students, staff, contractors or visitors of Deakin College, irrespective of campus and, to all staff carrying out required duties in other locations.

Policy

1. Deakin College is committed to providing work and learning environments that are safe, supportive and promotes the wellbeing, health and safety of students, staff, contractors and visitors;
2. Deakin College, so far as is reasonably practicable, will consider the health, wellbeing and safety of the Deakin College and Deakin University community in its decisions and activities;
3. Deakin College is committed to ensuring that incidents, injuries and illness within its operational areas are minimised or prevented through a pro-active and consultative approach to risk management;
4. Deakin College acknowledges that its health and safety performance is dependent on the commitment of all staff and students to actively participate and strive to achieve a safe and healthy working and learning environment;
5. Deakin College will ensure that physical and psychological health, wellness and safety are integrated, promoted and enhanced across all operational areas and activities by:
 - 5.1. Facilitating active participation in health promotion and safety initiatives;
 - 5.2. Ensuring that the consultation process regarding the health, wellbeing and safety of the Deakin College community is open to all staff and students;

- 5.3.** Enhancing staff and student knowledge, awareness and skills in wellbeing, health and safety practices;
 - 5.4.** Encouraging the use of health support services for students and staff experiencing health, wellbeing and/or safety issues;
 - 5.5.** Offering reasonable adjustments for students and staff experiencing health, wellbeing and/or safety issues;
 - 5.6.** Providing and utilising effective and robust health and safety management systems and processes; and
 - 5.7.** Integrating wellbeing, health and safety in Deakin College's management systems, activities and strategic objectives.
- 6.** Deakin College will conduct health, safety and risk management programs and, maintain a risk register which ensures that:
- 6.1.** Health and safety hazards are identified and addressed;
 - 6.2.** Incidents and injuries are promptly investigated and reported; and
 - 6.3.** The effectiveness of emergency plans and responses are regularly monitored and reviewed
- 7.** Deakin College will regularly promote awareness and communicate information regarding health, wellbeing and safety to the Deakin College community and, provide training to staff.
- 8.** Advice about actions to take, the appropriate contact person and support services will be made available and accessible to all students and staff if student's or staff members' personal circumstances are having an adverse effect on their education or work, including:
- 8.1.** Providing access to physical and mental health promotion programs and sexual violence, drug and alcohol abuse prevention education programs;
 - 8.2.** providing support for affected students where needed (whether directly or through another party).
- 9.** Having systems and processes to respond to incidents and prevent recurrences.
- 10.** All serious or potentially serious incidents and/or injuries are promptly reported to:
- 10.1.** The Deakin College Workplace Health and Safety Officer and recorded in Donesafe;
 - 10.2.** The relevant Deakin University staff and/or Division and;
 - 10.3.** The relevant Navitas staff members and/or Division.
- 11.** The effectiveness of this policy, its associated procedures and guidelines will be assessed through:

- 11.1.** Consultation and feedback from staff, the Deakin College Workplace Health and Safety Officer, Health and Safety Representatives (HSR) and the students;
 - 11.2.** A review of the health, safety and risk management programs and risk register; and
 - 11.3.** A review of Deakin College's management systems, activities and strategic objectives.
- 12.** This policy and other Deakin College policies will be made available to students, staff and the public via the Deakin College website, <https://www.deakincollege.edu.au/policies-procedures>.
- 13.** The Deakin College Senior Management Group and staff with management or supervisory responsibility are responsible for:
 - 13.1.** Leading, communicating and implementing this policy, its associated procedures and guidelines;
 - 13.2.** Promoting and fostering a culture which ensures the continuous promotion and improvement of the wellbeing, health and safety of the Deakin College community;
 - 13.3.** Providing support to staff with work related illness or injuries; and
 - 13.4.** Providing support to students experiencing wellness, health and/or safety challenges.
- 14.** All Deakin College staff:
 - 14.1.** Must be familiar and comply with this policy, its associated procedures and guidelines;
 - 14.2.** Are expected to take reasonable care for their own wellbeing, health and safety;
 - 14.3.** Are expected to take reasonable care for the wellbeing, health and safety of others within the work place, particularly those affected by their acts or omissions; and
 - 14.4.** Are expected and encouraged to support staff and students experiencing wellness, health and/or safety challenges.
- 15.** Deakin College will:
 - 15.1.** Participate in the identification, reporting, and resolution of health and safety issues in accordance with the *Wellbeing, Health and Safety Issue Resolution Procedure*.
 - 15.2.** Undertake consultation on WHS matters in line with the *Wellbeing, Health and Safety Consultation procedure*.
- 16.** All students and staff have a responsibility to take reasonable care for their own safety and, are responsible for maintaining, supporting and contributing to a strong health, wellbeing and safety culture, including ensuring that they personally follow safe work and study practices.

Related Policies

Critical Incident Policy
Student Support Policy
Care for Under 18 Students Policy
Equity and Diversity Policy
Navitas' Wellness, Health and Safety Policy
Deakin University's Health, Wellbeing and Safety Plan
Deakin College's Wellness Health and Safety Plan

Procedure

Critical Incident Procedure
First Aid Procedure
Critical Incident Management - Assessment and Reporting Tool
Wellbeing, Health and Safety Issue Resolution Procedure
Wellbeing, Health and Safety Consultation Procedure

Definitions

HSR: Health and Safety Representative elected for each DWG
WHS Committee: Comprised of three management and three employee representatives
DoneSafe: The Navitas electronic system used to report hazards, risks, and incidents

Status and Details

Identification	Wellbeing, Health and Safety Policy
Initial Issue Date	19/04/2018
Status	Current
Domain	Wellness, Health and Safety
Effective date	14/05/2025
Review date	30/06/2025
Approval Authority	Academic Board of Studies
Implementation Officer	College Director and Principal
Enquiries Contact	Robert Close