

## Policy Title

### Wellbeing, Health and Safety Policy

#### Preamble

This Policy was approved by Academic Board of Studies on 19 April, 2018 and replaces the Workplace Health and Safety Policy approved by the Deakin College Executive Committee on 15 April 2010.

This Policy is consistent with:

- The Occupational Health and Safety Act 2004 (Vic)
- The Higher Education Standards Framework 2015 (Threshold Standards)
- 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 2018)

#### 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;
- 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 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;
  - 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 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.** 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

### Procedure

- Critical Incident Procedure
- First Aid Procedure
- Workplace Inspection Procedure
- Occupational Health and Safety (OH&S) Consultation Procedure
- Incident Reporting Procedure
- Work Station Amendment Procedure

### Definitions

[Click or tap here to insert definitions.](#)

### Status and Details

<b>Status</b>	Current
<b>Domain</b>	Governance

<b>Effective date</b>	19/04/2018
<b>Review date</b>	29/04/2019
<b>Approval Authority</b>	Academic Board of Studies
<b>Implementation Officer</b>	College Director and Principal
<b>Enquiries Contact</b>	Stanley Quay