



WORK HEALTH AND SAFETY POLICY

PREAMBLE

Effective WHS is integral to AEG achieving business success in teaching and management.

AEG's objective is to continue to develop, implement and support safety systems which observe WHS legislation to protect the health and safety of its Workers, students and other persons who enter AEG.

This Policy applies to all AEG Workers and students.

DEFINITIONS AND ACRONYMS

“**AEG**” means Australian Pacific College, English Unlimited and APC Design School.

“**PEO**” means Principal Executive Officer

“**Policy**” means this Work Health and Safety Policy.

“**WHS**” means Work Health and Safety.

“**Worker**” means AEG employees and anyone else performing work for AEG.

1. POLICY AND OBJECTIVES

- 1.1 AEG is committed to ensuring the health, safety and welfare of its Workers, students and any others who may be affected by AEG's operations. All members of AEG are expected to regard accident prevention and work safety as a collective and individual responsibility.
- 1.2 The PEO has a core responsibility for the implementation and review of this Policy and management of WHS systems.
- 1.3 AEG will take all practicable steps to ensure the health, safety and welfare of all Workers and students. This Policy should be read in conjunction with AEG's Risk Management Policy.

2. CONTRAVENING THIS POLICY

- 2.1 Failure to comply with this Policy may result in disciplinary action up to and including termination of engagement or enrolment as relevant.
- 2.2 It is Workers' and students' obligation to ensure that they understand how this Policy applies to them as a Worker or student. If any Worker or student is uncertain about whether this Policy applies to them, or a particular situation, or have any other



questions, the Worker or student should speak with their supervisor, trainer or teacher.

3. WHS CONSULTATION

3.1 With Workers, the purpose of consultation is to share relevant information about WHS with each other and to give them an opportunity to express their views and to contribute to the resolution of WHS issues at AEG. WHS is a standing agenda item on all staff meetings.

3.2 With students, consultation takes place through direct feedback to staff, regular surveys, feedback forms and via teaching and training staff.

4. RESOLVING WHS ISSUES

Minor WHS issues	For minor WHS issues that can be easily and safely resolved, Workers and students are encouraged to take action themselves if they possess the relevant skills and it is safe for them to do so. For example, move an obstacle out of a walkway to prevent potential trip and fall incidents.
More serious WHS issues	<p>Any WHS issue that is not a minor WHS issue, should be referred to the relevant Campus Manager/supervisor (teacher/trainer in case of a student) as soon as practicable and also reported in writing (once practical to do so) to whs@apc.edu.au.</p> <p style="text-align: center;">↓</p> <p>If safe to do so, a WHS officer/campus manager/supervisor should attempt to resolve the issue as soon as practicable in consultation with the Workers and/or students involved. Where the issue is beyond the control of the supervisor, they must take the matter to the appropriate Enterprise Unit head as soon as practicable.</p> <p style="text-align: center;">↓</p> <p>If safe to do so, the Enterprise Unit head should attempt to resolve the issue as soon as practicable in consultation with the Workers and/or students involved. Where the issue is beyond their control, they must take the matter to the PEO as soon as practicable for resolution.</p> <p style="text-align: center;">↓</p> <p>When the PEO is presented with an WHS issue, they must give it due consideration and arrange to have the matter properly resolved in consultation with the relevant Workers and/or students as soon as practicable.</p>



	<p>↓</p> <p>If all other avenues have been exhausted, a matter may be pursued with the WorkCover authority in the relevant state, by either the student, Worker or AEG.</p>
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- 4.1 WHS issues that have caused serious illness or injury, or pose a serious risk to Workers' or students' health and safety, must be brought to the immediate attention of the PEO.
- 4.2 If a Worker or student is unsure about whether an WHS issue is minor and how it can be resolved it should be brought to the attention of their supervisor/teacher/trainer.
- 4.3 All WHS issues that occur and the steps taken to resolve the issue are documented and reported annually to the PEO and Board of Governance.

5. SPECIFIC RESPONSIBILITIES

5.1 AEG

- a) AEG's objective is to continue to implement and maintain policies, procedures and practices to provide a healthy and safe place of work so far as is reasonably practicable.
- b) In order to achieve this, AEG will take all reasonably practicable measures to:
 - i) provide a work environment, equipment and systems of work that are safe;
 - ii) promote and support consultation between Workers, students and supervisors on WHS issues;
 - iii) provide information, instruction, training and supervision to Workers, students and other persons who attend AEG to ensure their safety (including specific inductions on occupational health and safety matters relevant to a student's study or research);
 - iv) provide adequate facilities for the welfare at work of Workers and students including ensuring access to those facilities;
 - v) practice a risk management approach to risks and hazards which includes eliminating, minimising or controlling risks and hazards;
 - vi) monitor health and safety performance and conditions on a regular basis;
 - vii) provide first aid facilities; and
 - viii) provide emergency facilities and procedures.

5.2 Board of Governance and PEO

- a) Board of Governance and the PEO must carry-out due diligence to ensure that AEG is meeting its WHS obligations by including:



- i) acquiring and keeping up-to-date knowledge of work health and safety matters;
- ii) maintaining their understanding of the nature of the operations of AEG and generally of the hazards and risks associated with it;
- iii) ensuring that AEG has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out by AEG;
- iv) ensuring that AEG has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- v) ensuring that AEG has and implements processes for complying with its duty and obligation under the relevant WHS legislation.

5.3 Enterprise Unit Heads

- a) Enterprise Unit Heads are required to ensure that this Policy is effectively implemented in their areas of control. Without limitation, enterprise unit heads are responsible, and will be held accountable, for taking all reasonably practicable measures to ensure:
 - i) that a risk management approach to risks and hazards is adopted which includes eliminating, minimising or controlling risks and hazards;
 - ii) that the workplace and area under their control is safe and without risk to health in accordance with their State's legislation;
 - iii) that Workers reporting to the enterprise unit head or students under the care and/or control of that enterprise unit head, have received proper instruction and are familiar with pertinent health and safety rules and requirements;
 - iv) that work is not assigned which is hazardous or located in a hazardous area until all steps have been taken to provide for the safety of Workers or students;
 - v) that accidents and near misses are investigated and reported;
 - vi) that Worker consultation on WHS is conducted regularly;
 - vii) the behaviour of all persons at AEG is safe and without risk to health; and
 - viii) the provision of resources to meet AEG's WHS legislative obligations.

5.4 Workers

- a) All Workers are required to cooperate with this Policy to ensure their own health and safety, and the health and safety of others, at AEG. Without limitation, Workers are responsible for:
 - (i) conducting themselves at AEG in a manner which does not expose themselves or others to health or safety risks;
 - (ii) cooperating with AEG to achieve a healthy and safe environment and to take reasonable care of themselves and others, including visitors and students;
 - (iii) demonstrating a commitment to AEG's WHS objectives through active participation in WHS activities;



- (iv) identifying and reporting any known or observed WHS risk, hazard, accident or injury to their supervisor or whs@apc.edu.au;
 - (v) following all WHS policies and procedures in which they have been trained; and
 - (vi) in cases of return to work after a workplace injury, submit a Workcover medical certificate deeming them fit to resume normal duties, and comply with return to work procedures stipulated by the relevant worker's compensation insurer.
- b) Workers must not:
- (i) refuse a reasonable request to assist in preventing a risk to health and safety;
 - (ii) interfere with or misuse items or equipment provided for the health, safety or welfare of persons at work; or
 - (iii) obstruct attempts to prevent a serious risk to health and safety at AEG.

5.5 Students

- a) All students are required to cooperate with this Policy to ensure their own health and safety, and the health and safety of others, at AEG. Without limitation, students are responsible for:
- (i) conducting themselves at AEG in a manner which does not expose themselves, or others, to health or safety risks;
 - (ii) cooperating with AEG to achieve a healthy and safe campus and to take reasonable care of themselves and others, including visitors;
 - (iii) identifying and reporting any known or observed WHS risk, hazard, accident or injury to their teacher/trainer or whs@apc.edu.au; and
 - (iv) following all applicable WHS policies and procedures.
- b) Students must not:
- (i) refuse a reasonable request to assist in preventing a risk to health and safety;
 - (ii) interfere with or misuse items or equipment provided for the health, safety or welfare of persons at AEG; or
 - (iii) obstruct attempts to prevent a serious risk to health and safety at AEG.

6. OFF-SITE ARRANGEMENTS

- 6.1 Workers and students acknowledge that their WHS responsibilities and the operation of this Policy extend to circumstances where they are working or studying at an off-site location, as well as in relation to the use of a vehicle for work related purposes.



POLICY REVIEW

This Policy will be regularly reviewed through consultation at management and staff meetings or as required by legislative changes. In addition to this, this Policy will be reviewed as part of AEG's 3 yearly review of policies.

RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

Relevant Legislation/codes/standards	
Commonwealth	Work Health and Safety Act 2011
States	Occupational Health and Safety Act 2004 (Victoria) Work Health and Safety Act 2011 (NSW) Work Health and Safety Act 2011 (Qld)

RELATED POLICIES AND PROCEDURES

This document references the following AEG policies and/or procedures:

Related Policies and Procedures	
Policies	Risk Management Policy

KEYWORDS

Keywords	Work Health and Safety, Occupational Health and Safety, injury, risk management
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POLICY OWNER

Owner	PEO
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POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Work Health and Safety Policy v2.0R		Sharon Luhr	Original Policy
Work Health and Safety Policy v2.0R	May 2019	Sara Gaudry	Updated the format of the Policy and converted it to the APC/EU combined letterhead.

Work Health and Safety Policy v2.1R(APC/EU/APC Design School)	October 2020	Sara Gaudry	Update of letterhead and removal of APTT. No change to content.
Work Health and Safety Policy v2.2R(APC/EU/APC DS)	May 2023	Sara Gaudry	Full review of policy by Marque Lawyers