



Work Health and Safety (WHS) Policy

Policy Code: HR-015

Version: 10.0

Effective Date: 3 April 2017

Purpose

As the principal work health and safety policy, this Policy seeks to set the approach and framework for the College's work health and safety management system (WHSMS) as a whole, that is, one of proactivity and ongoing commitment to the provision of a safe and healthy environment for all workers, students and visitors achieved through the proactive identification and management of all health and safety risks associated with the College's operations.

Definition of "College" – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. For the purpose of this policy, any reference to 'College' or 'the College' should be considered a reference to each or any of these respective trading names / entities.*

Scope

- All higher education and VET students
- All College workers and visitors
- All activities associated with the College's operations

Policy Statement

The College has an enduring commitment to the work health and safety of its workers, students and visitors. The College is also committed to the preservation of its environment from pollution and degradation through the application of environmentally friendly policies and practices. The College's work health and safety policies and procedures are driven not only by our commitment to fulfill statutory and regulatory obligations, but also by the desire to establish and maintain an environment free from workplace injury and disease. Our people are our strength and their safety both at work and away from work is of paramount importance to us.

The College will fulfill this desire through:

- The assignment of clear roles and responsibilities to senior management, workers and where applicable students, visitors and contractors to ensure the implementation of all aspects of the College's WHSMS.
- The application of an integrated and holistic risk management system underpinned by inclusive consultation processes with all relevant stakeholders.
- Proactively eliminating and / or controlling hazards to ensure compliance with the applicable work health and safety legislation and codes of practice and / or Australian standards at a minimum.
- A comprehensive and transparent process for the investigation of workplace incidents to ensure the underlying cause/s are identified and effectively controlled.
- Regular work health and safety audits and inspections of all campuses and facilities.
- The requirement that all workers and contractors cease work where there is an immediate threat to health and safety.
- Promoting healthy, safe and ecologically-sustainable practices amongst the college community.



- The provision of regular and relevant training and information to all workers and students.
- Allocating appropriate resources to manage risks to work health and safety.

Our guiding principles are:

- All hazards are identifiable and controllable;
- People should come to work safely, perform their duties and return home safely;
- Personal safety should be part of an individual's personal values;
- There is always a safe way of doing things; and
- There is always room to learn and improve in our day to day undertakings.

Responsibilities

The College

It is the responsibility of the College to ensure that all aspects of the College's WHSMS are planned, developed, implemented and reviewed to provide a safe environment for all whilst ensuring compliance with all applicable work health and safety legislation. The College will support this responsibility through the provision of adequate resources (human, physical and financial) necessary to fully implement the management system.

Management

In addition to complying with The College's WHSMS, Managers are responsible for supporting and promoting the implementation of the WHSMS as it applies to their departments and / or areas of responsibility. This includes ensuring that work health and safety roles and responsibilities are integrated into their subordinates' position descriptions and ongoing execution of work health and safety duties / performance is monitored as part of the performance management process. Managers should also facilitate consultation on work health and safety matters as it applies to the risk management process and in the development and review of safe work procedures. **Important:** Managers must be positive role models and 'walk the talk'.

Workers, contractors, students and visitors

Workers, students and visitors are expected to comply with all aspects of the work health and safety management system of the College.

Consequences of non-conformance

Any non-conformance with the WHSMS will not only undermine the College's well-meaning intention of providing a safe and healthy environment, but may also compromise the work health and safety of others impacted by the College's operations or negatively impact the environment. In such instances, disciplinary action may be taken in addition to any penalties imposed through work health and safety legislation in the event of a breach.

Review of Policy

This Policy will be reviewed every 12 months or if required by major workplace changes, results of annual WHSMS audits or acquisition of subsidiary companies.



Definitions

Health – the state in which an individual does not suffer from any disease or injuries as a result of work, work activities or the work environment.

Work Health and Safety Management System (WHSMS) – The frame work that allows the College to consistently identify and control its work health and safety risks, reduce the potential for accidents, help achieve compliance with health and safety legislation and continually improve its performance. It is collectively made up of but is not limited to the College's work health and safety policies, procedures, plans and committees.

Safety – the state in which the risk of harm (to persons), damage to property or the environment is limited to an acceptable level

Student – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID

Worker – a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or
- (h) a volunteer; or
- (i) a person of a prescribed class.

Related Procedures

First Aid and Infection Control Procedure

Hazard Identification, Assessment and Control Procedure (internal)

Injury Management and Workplace Rehabilitation Procedure (internal)

Safe Work Procedure - Sharps and Bio-hazardous waste handling and disposal

Visitors Procedure



Further Information

Related Policies

- Alcohol and Drugs Policy – Workers*
- Alcohol and Other Drugs Policy – HE Students*
- Alcohol and Other Drugs Policy – VET Students*
- Clinic Client and Visitor Safety Policy*
- Clinic Student Safety Policy*
- Employee and Contractor Code of Conduct*
- Employee Assistance Program Policy*
- Health and Safety Responsibilities and Accountability Policy*
- Performance Management Policy*
- Sexual Harassment Policy*
- Smoke Free Workplace Policy*
- Student Charter - VET*
- Student Code of Conduct - HE*
- Student Code of Conduct - VET*
- Workplace Bullying Policy (VET)*

Related Documents

Not Applicable

Guidelines

Not Applicable

Benchmarking

- Southern Cross University
- University of Technology Sydney

Supporting Research and Analysis

Not Applicable

Related Legislation

Not Applicable

Review and Approval

Policy Author

National Campus Manager Liaison



Policy Owner

Director of Clinic and Campus Operations

Contact

Director of Clinic and Campus Operations

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Recommending Body

National WHS Committee

Meeting date: TBA

Approval Body

ACNM Board

Meeting date: TBA

Policy Status

Revised

Responsibilities for Implementation

- ACNM Board
- All managers and directors
- All students
- All workers
- All visitors
- Director of Clinic and Campus Operations
- National WHS Committee

Key Stakeholders

- All campus WHS Committees
- Director of Clinic and Campus Operations
- National WHS Committee