



SOUTHERN CROSS  
INSTITUTE

# Work Health and Safety Policy

Governing Council Approved Policy

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# Policy Compliance with Relevant Legislation

Regulatory Requirements	Relevant Standards	Section/s
Education Services for Overseas Students Act 2000 (ESOS Act)		Entire Policy
Higher Education Standards Framework (Threshold Standards) 2021 (HES Framework)	Domain 2	
Standard 2.3 Wellbeing and Safety	4. A safe environment is promoted and fostered, including by advising students and staff on actions they can take to enhance safety and security on campus and online.	Section 5.2 Section 5.3

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## Version Control

<b>Version</b>	v1.1
<b>Review</b>	The Governing Council will review this Policy in accordance with the Institute's <i>Policy Documents Review Schedule</i> .
<b>Approving Body</b>	Governing Council
<b>Approval and Effective Date</b>	23 July 2020
<b>Policy Custodian</b>	Dean
<b>Policy Contact</b>	Dean
<b>Related Document</b>	Glossary of Terms Risk Management Plan Critical Incident and Emergency Management Policy & Procedure
<b>Related Legislation</b>	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011
<b>Higher Education Standards Frameworks (Threshold Standard) 2021 (Cth)</b>	BI.1 "Higher Education Provider" Category Standard 2, ss 2.3
<b>Policy Benchmarking</b>	Australia Institute of Higher Education International College of Management Sydney Macquarie University The University of Southern Queensland

## **1. Preamble**

### *1.1. Purpose*

Work, Health and Safety Policy ('the Policy') establishes the Southern Cross Institute ('the Institute' or 'SCI') commitment to the principles and practices of workplace health and safety (WHS) in order to protect the health and safety of the Institute community and work environment.

### *1.2. Definitions*

For definitions, please refer to the '*Glossary of Terms*'.

## **2. Scope**

This Policy applies to all staff, students, contractors, and visitors of the Institute.

## **3. Policy Statement**

The Institute is committed to achieving and maintaining a standard of excellence in managing workplace health and safety and aims to be recognised as a leader in safety performance within the higher education sector by providing a safe environment to work and study.

## **4. Policy Principles**

Following are the key principles informing this Policy.

- 4.1 SCI has an obligation to ensure that its staff, students, contractors, visitors and other persons are, as far as reasonably practicable, not exposed to risks to their health and safety arising out of the Institute's activities;
- 4.2 SCI is committed to complying with the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, and applicable codes of practice and Australian standards as far as possible and adopts the principle of continuous improvement;
- 4.3 SCI supports initiatives and activities relating to safety and welfare;
- 4.4 SCI ensures that the health and wellbeing of all staff is valued, enhanced and protected through the Institute's work practises, the work environment and the culture of the workplace;
- 4.5 SCI is committed to allocating adequate resources, including training and orientation to facilitate a safe and healthy working and learning environment;
- 4.6 SCI is committed to documenting and applying learnings from workplace incidents, hazards and near misses;
- 4.7 SCI is committed to promoting mechanisms of hazard detection and risk management in its activities to continuously improve efficiency in terms of health and safety.

## **5. Responsibilities**

The Dean is responsible for the review of all incidents and managing records and statistics in relation to all incidents.

### *5.1. Management Responsibilities*

The Institute acknowledges that management has the primary legal responsibility for the health, safety and wellbeing of all staff and students. SCI has a primary responsibility of care under the *Work Health and Safety Act* and must ensure, so far as is reasonably practicable, the health and safety of staff engaged by the Institute while they are at work, including home based work.

SCI Executive Management Team is responsible for providing and maintaining, as far as possible:

- i. safe working conditions and systems;

- ii. facilities for the welfare of staff;
- iii. information, instruction, training and supervision that is reasonably necessary to ensure that each staff is safe from injury and health risks;
- iv. a commitment to proactively address issues that may adversely affect WHS performance or workplace culture;
- v. commitment to continually improve performance through effective safety management;
- vi. commitment to engaging and working with staff and students on both occupational health and safety issues and ensuring they are aware of workplace risks and that measures are implemented to mitigate risks.

SCI Executive Management Team submits anonymous Work, Health and Safety Report to the Governing Council minimum twice a year.

### 5.2. Staff Responsibilities

All staff undertaking work at/for or on behalf of the Institute is responsible for:

- i. understanding their responsibilities;
- ii. complying with safe work practices, with the intent of avoiding injury to themselves and others and damage to premise and equipment;
- iii. taking reasonable care of the health and safety of themselves and others;
- iv. complying with any direction given by management for health and safety;
- v. reporting incidents and any unsafe conditions or issues that come to their attention immediately to their supervisor and/or management;
- vi. completing all WHS training as required.
- vii. The staff member as a 'worker' also has a duty under the Act and while undertaking home based work must:
  - a. take reasonable care for their own health and safety
  - b. comply so far as they are reasonably able, with any reasonable instruction that is given by the Institute, and
  - c. cooperate with any reasonable policy or procedure of the Institute relating to health or safety at the workplace that has been notified to them.

If staff are allowed to work from home, they must complete 'Work Health and Safety Checklist' provided in *Appendix I* in regard to the Work Health and Safety requirements.

### 5.3. Student Responsibilities

All students of the Institute are responsible for:

- i. taking care that their acts or omissions do not adversely affect the health and safety of other persons;
- ii. following directions from their lecturers and/or the Institute's management on WHS issues;
- iii. completing their work in the safest manner as possible;
- iv. complying with SCI Policies and Procedures and reporting any hazards, risks or incidents as they are identified.

## 6. Reporting an Incident

In response to all injuries, near misses and exposure to hazards which pose a threat to persons, the environment or property of any type, the procedure below is followed.

6.1 Anyone who witnesses an incident should report the incident to the Institute's emergency personnel. A list of emergency personnel and their contact details can be found in the Student Handbook, at the Reception Desk, on campus notice boards and SCI website.

- 6.2 In the case of an emergency, emergency services (Police, Ambulance or Fire Brigade) should be contacted immediately by calling triple zero (000) before seeking the assistance of emergency personnel.
- 6.3 If the incident is urgent, the Dean or other available member of SCI Executive Management Team investigates the incident and complete the *Incident and Hazard Report Form*. In the event of an emergency that requires the evacuation of the building, follow the Institute's emergency procedures located near all exits.
- 6.4 Return the completed the *Incident and Hazard Report Form* to the Dean or nominee for further investigation/filling.
- 6.5 The Dean or nominee :
  - i. takes action to make the area or situation safe pending further investigation;
  - ii. promptly investigates all incidents and hazards to identify root causes;
  - iii. implements, or arranges for the relevant staff to implement corrective actions within reasonable timeframes.

## **7. Induction and Training**

SCI identifies, develop and provide appropriate information, instruction and training to equip staff and students with the necessary knowledge and skills to fulfil their Work Health and Safety responsibilities New Student Orientation/New Staff Induction and through regular communication on incident management.

## **8. Risk Management**

Work health, safety and wellbeing risk management involve hazard identification, risk assessment, implementation of appropriate risk control measures and monitoring and review of their effectiveness. Risks are identified, recorded and managed in accordance with *SCI Risk Management Plan*.

## **9. Misconduct**

Anyone found to be deliberately risking the health, safety or wellbeing of another person or breaching this Policy will be investigated and charged with misconduct in accordance with the *Student Code of Conduct* for students or the *Staff Code of Conduct* for staff.

## Appendix I: Work Health and Safety Checklist

# Southern Cross Institute (SCI) Work, Health and Safety (WHS) Checklist (including working from home)



### Instructions:

- i. Staff member to complete WHS Checklist and send to their supervisor for review;
- ii. Supervisor to review and prepare action items (if any) prior to approving and sending to the Dean for final approval.

I. Staff Details			
Given Name(s)		Surname	
Position			
II. Work, Health and Safety at SCI			
Have you read SCI Work, Health and Safety Policy, and are committed to applying these principles (including at home) and keep a copy with you at home for reference?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware that while working in or off campus, you should report any incident, injury or near miss via <i>Incident and Hazard Report Form</i> .			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of the <i>workers compensation</i> options should you require them? (in the event that you are injured during a work activity).			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware that you are responsible for the supply and maintenance of home office equipment and access to the Institute's IT systems?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be working at a location other than your home address (as advised to the Institute)? If yes, please provide details.			<input type="checkbox"/> Yes <input type="checkbox"/> No
III. Work Environment			
Is your desk workspace large enough and configured to enable you to keep your arms close to your body and work in a relaxed, neutral posture during keyboard/mouse use?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you ensure that regularly used items and references documents will be placed close to the screen?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your computer screen placed directly in front of you?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are using two or more screens, have you consulted the safety guidelines about configuring these screens in an ergonomic way?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the screen at a reading distance that enables you to sit close to the desk edge in an upright posture? Is the monitor at approximately an arms' length away from you?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the top of your computer screen about 15° below eye level, and is the screen able to be tilted slightly upwards to mirror gaze angle?			<input type="checkbox"/> Yes <input type="checkbox"/> No



If you are using 2 or more monitors, are they positioned to minimise excessive head/neck/body twisting (positioned centrally, with the same gap between monitors, if both monitors are used equally)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there adequate space to use the keyboard in front of the screen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to adjust your computer monitor (in relation to lights/windows; brightness/contrast settings) to ensure sharp, clear and glare free viewing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the mouse on the same height surface as the keyboard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you avoid winging your wrists and hands whenever you use the mouse or keyboard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your chair have adequate padding and provide adequate lumbar support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the armrests of your chair (if relevant) provide enough support so that your shoulders and arms are not elevated, relaxed and close to your body (so that you can move freely)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to adjust your backrest height so that your lower back is supported by the curved part of the backrest and backrest angle so that there is a 90° angle at the hip/thigh junction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Once you have adjusted the seat height for elbow height (the underside of your elbow is approximately at the height of your desktop) are your feet fully supported on the floor or on a footrest, and are your thighs approximately parallel to the floor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to sit comfortably in your chair without feeling pressure from the chair seat on either the back of your thighs or behind your knees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your workspace allow for entry/exit without the risk to health and safety both in normal circumstances and in an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there adequate lighting for the tasks being performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In your work area, can glare be controlled by window coverings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the room temperature comfortable (with appropriate heating and cooling)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are doorways, passages, walkways, steps etc. kept clear for easy access and egress of people and materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are sufficient power points, internet ports, phone connections and electrical cords available and of sufficient length and undamaged (not frayed) to ensure that your equipment and workstation accessories can be positioned optimally and free from potential trip hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are floors free of trip hazards, such as loose objects e.g. boxes or files?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the workspace kept tidy and uncluttered, and free of objects that could fall on you from height or you could walk into?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your smoke alarm been tested in the last twelve months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you confident that your power outlets are not overloaded?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you purchased enough bandages and other first aid supplies in preparation of a possible emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you arranged for electrical items to be tested and tagged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a footrest, if required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you explored the software alternatives to typing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have an ergonomic, fully adjustable chair: ideally with a 5-star base (wheels)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a separate keyboard and mouse, or a laptop stand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you purchased a document holder that enables you to work without having to bend or twist your neck/head excessively to view them if you regularly view hard copy documents during computer work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you purchased a hands-free function or telephone headset?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>IV. Additional Details</b>		
Staff Signature		Date

<b>Official Use Only</b>						
Received By	Name		Signature		Date	
Reviewed By	Name		Signature		Date	
<b>Decision/Comments</b>						

Dean Signature		Date	