Wellbeing and Safety Policy and Procedure

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1   PRELIMINARIES

Commencement

This policy and procedure commence on 20 March 2020.

Purpose

This Policy and Procedure outlines the commitment of PIA to the health, safety and wellbeing of staff and students and the processes in place to ensure safety is maintained and to ensure that risks to the health, safety and welfare of all staff, students, contractors and visitors, and anyone else who may be affected by the Institute's business operations, are removed or reduced; and all work activities are conducted safely.

Application

This Policy and Procedure applies to both the physical and virtual environments used by all current students and staff of PIA. Where it is relevant, this Policy also applies to contractors, business partners, visitors, and former staff and students of the Institution.

2   DEFINITIONS

The following definitions apply in this document:

Hazard: A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to environment, or a combination of these.

Procedural fairness means that the investigation of complaints will:

- be based on evidence,
- provide a person who may be adversely affected by a decision an opportunity to present his or her case;
- require a decision-maker not to have an interest in the matter to be decided and not to appear to bring a prejudiced mind to the matter.

Safety is defined as the control of recognised hazards to achieve an acceptable level of risk.

Wellbeing is characterised by physical and mental health, positive, constructive and engaging relationships, work satisfaction and work-life balance.

3   POLICY

3.1   The key principles

3.1.1   PIA fosters a safe and positive learning and work culture by:

- promoting a learning and work environment that encourages mutual respect and cultural sensitivity;
- supporting people in the PIA community who are experiencing mental ill-health;
- providing an environment that encourages staff and students to seek support early if they have declining mental health, and, as appropriate, provide support and adjustments suitable to their work or study needs;
- providing secure access to physical and virtual environments;
- protecting personal information unless there is a legal requirement to disclose it;
- communicating its commitment to student wellbeing and safety;
- maintaining zero tolerance of negative behaviours, such as bullying, harassment or sexual misconduct;
- applying the principles of procedural fairness to the investigation of complaints, grievances, appeals and alleged misconduct;
- monitoring and evaluating health, safety and wellbeing activities and performance to ensure these are effective and continually improved.

3.1.2   PIA 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.

3.1.3   PIA 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.

3.1.4   PIA will ensure that the health and wellbeing of all staff is valued, enhanced and protected through all work practices, the work environment and workplace culture;

3.1.5   PIA is committed to allocating appropriate resources, including training and instruction, to facilitate a safe and healthy working and learning environment to ensure that everyone knows how to apply safe systems of work and their work health and safety responsibilities.

3.1.6   PIA is committed to recording and applying learnings from workplace incidents, hazards and near misses; and

3.1.7   PIA is committed to facilitating hazard identification and risk control processes across its operations to improve health and safety performance continuously.

4   RESPONSIBILITIES

4.1 The Chief Executive Officer

The Chief Executive Officer is responsible for:

- Overseeing the development of the policies and procedures that enact the principles outlined in the Policy and Procedure Framework.
- Being accountable to the Board of Directors for the above
- The delegation of the development and implementation of the specific policies to the appropriate members of the Executive Management Committee (or their delegated representative).

4.2 The Compliance, Quality and Risk Manager

The Compliance, Quality and Risk Manager is responsible for the ongoing harmonisation of the policies and procedures according to the Policy and Procedure Framework to ensure consistency.

4.3 The Executive Management Committee

The Executive Management Committee is responsible for

- Maintaining records and statistics in relation to all incidents.
- Contributing to the review of all incidents.
- The health, safety and wellbeing of all workers and students.
- Providing and maintaining a safe working / learning environment, as far as possible.

4.4 PIA Managers

Managers are responsible for providing and maintaining, as far as possible:

- A safe working and learning environment.

- Safe systems of work and study.

- Facilities for the welfare of employees and students.

- Information, instruction, training and supervision that is reasonably necessary to ensure that each employee and student is safe from injury and risks to health.

- A commitment to consult and co-operate with employees and students in all matters relating to health and safety in the Institute, and to ensure that employees and students are aware of hazards in the workplace and learning environment.

- Controls are implemented to mitigate risk.

- A commitment to proactively address issues that may adversely affect WHS performance or workplace culture.

- A commitment to continually improve PIA performance through effective safety management.

4.5 The Work Health and Safety Officers (WHSOs)

Work Health and Safety Officers are responsible for:

- performing WHS checks on a quarterly basis or when informed of a potential safety issue by staff and students and presenting a report to the Registrar.

- acting as first aid officer and fire warden if qualified to do so or delegating those positions to qualified on-site permanent staff.

4.6 PIA Staff

PIA Staff is responsible for:

- understanding their responsibilities,

- complying with safe work practices, with the intent of avoiding injury to themselves and others,

- and damage to facilities,

- taking reasonable care of the health and safety of themselves and others,

- complying with any direction given by management for health and safety,

- reporting incidents and any unsafe conditions or issues that come to their attention,

- immediately to their supervisor and/or manager,

- completing all WHS training as required.

4.7 PIA Students

All PIA students are responsible for:

- taking care that their acts or omissions do not adversely affect the health and safety of other persons,

- following directions from their lecturers and/or the WHS officer on WHS issues,

- completing their work in the safest manner as possible,

- complying with Institute Policies and Procedures and reporting any hazards, risks or incidents as they are identified.

5 PROCEDURES

5.1 PIA enacts these principles through related policies and procedures that may be specific to students, staff or both:

- Critical Incident Policy and Procedure
- Disability Policy and Procedure
- Discrimination and Harassment Policy and Procedure
- Equity, Diversity and Inclusion Framework
- Information Technology Usage Policy and Procedure
- Privacy and Personal Information Policy
- Risk Management Framework
- Sexual Misconduct Prevention & Response Policy and Procedure
- Staff Grievance Policy and Procedure
- Staff Code of Conduct
- Student at Risk and Early Intervention Policy and Procedure
- Student Grievances Handling Policy and Procedure
- Student Code of Conduct and Disciplinary Procedures
- Student Support Framework
- Vaccination and Immunisation Policy and Procedure

These policies and any associated procedures are made accessible to staff and students via the policy portal.

6 RELATED LEGISLATION AND DOCUMENTS

Institute Documents

- Emergency Management Policy and Procedure (under development)
- Critical Incident Policy and Procedure
- Cyber Security Policy and Procedure
- Data breach response Procedure
- Disability Policy and Procedure
- Discrimination and Harassment Policy and Procedure
- Equity, Diversity and Inclusion Framework
- Information Technology Usage Policy and Procedure
- Policy and Procedure Framework
- Privacy and Personal Information Policy and Procedure
- Risk Management Framework
- Student Support Framework
- Vaccination and Immunisation Policy and Procedure

Applicable External Standards and Codes

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	2.3
National Code of Practice for Providers of Education and Training to Overseas Students 2018	6.9

7   FEEDBACK

PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au for such feedback to be incorporated into a future review.

8   POLICY MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	Executive Management Committee
Administrator / Responsible for Implementing	CEO
Approval Date	20 March 2020
Next Review Date	1 May 2027

Document History

Month and Year	Version	Amendments
October 2014	1.0	Policy created and endorsed by the Board
March 2020	3.4	Formatting was update.
May 2024	3.5	Formatting was updated, including the addition of the document history.