

# HEALTH AND SAFETY POLICY AND PROCEDURE

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<b>Responsible Officer</b>	Head of People and Culture and Head of Operations
<b>Approved by</b>	Board of Directors (BoD)
<b>Approved</b>	26 August 2021
<b>Commenced</b>	26 August 2021
<b>Review by</b>	August 2024
<b>Relevant Legislation and Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2001 (ESOS)</u></a></li> <li>• <a href="#"><u>Higher Education Standard Framework 2015</u></a></li> <li>• <a href="#"><u>Model Codes of Practices</u></a></li> <li>• <a href="#"><u>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code)</u></a></li> <li>• <a href="#"><u>NSW Codes of Practice</u></a></li> <li>• <a href="#"><u>Occupational Health and Safety Act 2004 (VIC)</u></a></li> <li>• <a href="#"><u>Occupational Health and Safety Regulations 2017 (VIC)</u></a></li> <li>• <a href="#"><u>Tertiary Education and Quality and Standards Agency Act 2011 (TEQSA)</u></a></li> <li>• <a href="#"><u>VIC Compliance Codes</u></a></li> <li>• <a href="#"><u>Workers Compensation Act 1958 (VIC)</u></a></li> <li>• <a href="#"><u>Workers Compensation Act 1987 (NSW)</u></a></li> <li>• <a href="#"><u>Work Health and Safety Act 2011 (NSW)</u></a></li> <li>• <a href="#"><u>Work Health and Safety Regulation 2017 NSW</u></a></li> <li>• <a href="#"><u>Workplace Injury Management and Workers Compensation Act 1998 (NSW)</u></a></li> <li>• <a href="#"><u>Workplace Injury Rehabilitation and Compensation Act 2013 (VIC)</u></a></li> </ul>
<b>Responsible Organisational Unit</b>	Head of People and Culture

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## 1. Policy Statement

### 1.1 Authority

**The Australian Institute of Music Limited (AIM), known as ‘the Institute’, is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB).** The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow ‘best practice’ principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

AIM is committed to the health, safety and welfare of all staff, students and to the people affected by its undertakings, including contractors and visitors to all sites.

### 1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

### 1.3 Principles

As part of the Health and Safety Program:

- Everyone is responsible for knowing their health and safety obligations and procedures.
- Staff and managers will proactively work together to identify and manage potential health and safety risks.
- Staff, students and others must take care that their actions do not adversely affect the health and safety of other persons.
- Staff, students and others must comply with any reasonable instruction to ensure compliance with health and safety obligations.

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## 1.4 Purpose

The Institute strives to maintain an effective approach to health and safety by:

- Sharing and making this policy available to all staff, students and others
- Complying with health and safety obligations, as set out in relevant legislation
- Publicising and advocating AIM's commitment to health and safety
- Maintaining and continually improving the Health and Safety Management System through actions such as regular reviews and audits
- Actively seeking to prevent injury and illness to staff, students and others by monitoring the campus environment and conditions
- Providing information, instruction and training
- Encouraging everyone to take proactive steps to resolve potential health and safety matters
- Facilitating the sharing of information through consultation
- Recognising that the Institute's work environment and conditions will continue to evolve
- Adapting to changes in best practice, regarding workers' and other people's needs and legislation
- Regularly reviewing the Health and Safety Management System documents to ensure they remain relevant and meet the Institute's needs.

## 1.5 Scope

There are three types of people with specific obligations under health and safety legislation: workers, students and all other people.

1. **Staff and other workers** include any person carrying out work for a department
2. **Students:** Any person currently enrolled by the Institute
3. All **other people**, such as customers who attend or otherwise are engaged with the Institute's workplaces and/or staff and other workers.

Not complying with this policy may be considered misconduct and may result in a breach of the *Student Code of Conduct* or *Staff Code of Conduct* and/or disciplinary action being taken.

## 1.5 Coverage

This policy and procedure applies to the AIM Sydney and Melbourne Campuses.

## 1.6 Special Conditions or Exceptions

Nil

## 2. Duties

### 2.1 Duties of the Institute

The Institute will, as far as is reasonably possible, ensure:

- The health and safety of staff and students, and
- That other people are not put at risk from work carried out for, or on behalf of, the Institute.

The Institute will, as far as reasonably possible, develop, implement, and maintain:

- A work environment that is free from risks to health and safety
- Safe systems of work
- The provision of appropriate information, instruction, training, and supervision, and
- Ongoing monitoring and auditing of conditions associated with the Institute's operations.

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## 2.2 Duties of Workers

Everyone is required to:

- Take reasonable care for their own health and safety
- Take reasonable care that their actions do not adversely affect the health and safety of other people
- Comply with any reasonable instruction or directions given by the Institute to ensure compliance with health and safety obligations
- Cooperate with any policy, procedure or guideline of the Institute, and
- Promptly report and record health and safety risks or incidents, in accordance with the procedures.

Managers are also expected to:

- Provide leadership and model appropriate attitudes to health and safety matters
- Proactively assist in identifying and managing potential health and safety issues
- Encourage staff to report and record health and safety risks or incidents
- Respond promptly and appropriately to health and safety reports
- Ensure staff have access to workplace adjustments to prevent deterioration of their health
- Verify that the right training, instruction and supervision is available for staff
- Make sure staff, students and others have the right information
- Escalate matters to the line supervisor when necessary.

## 2.3 Duties of Managers

A manager is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the Institute.

Managers are obliged to exercise due diligence and to take steps to satisfy themselves that the Institute is effectively discharging its health and safety duties. This includes:

- Keeping up to date on health and safety matters
- Understanding the Institute's operations, hazards, risks and control mechanisms
- Ensuring there are the right resources and processes available to eliminate or minimise risks to health and safety
- Understanding the processes and systems used by the Institute to comply with its health and safety duties
- Implementing adequate mechanisms for receiving, considering and acting on relevant information regarding incidents, hazards and control mechanisms.

## 2.4 Duties of Others (including students and visitors)

If a person is not a worker, but attends an Institute's building (for example, students and visitors), they must:

- Take reasonable care of their own health and safety
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of others
- Comply, so far as they are able, with any instructions that may be given by the Institute regarding health and safety obligations.

## 3. Implementation

### 3.1 Risk Management Process

The Institute is required to manage work health and safety risks. Managers should use the Risk Management Register and inform staff and their manager about how to manage health and safety risks in four key steps:

- Step 1 – Identifying hazards
- Step 2 – Assessing risks
- Step 3 – Controlling risks
- Step 4 – Reviewing control measures.

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Risk management activities or actions should be documented, where reasonably practical and appropriate, to ensure transparency and assist with any subsequent reviews.

## 3.2 Reviews and Escalation

The aim is to improve health and safety performance by assessing compliance with health and safety standards.

To escalate specific health and safety matters (such as a potential risk or incident):

- For staff, contact People and Culture or your manager.
- For students, contact the Head of Operations.
- Fill out the incident report.
- Report to be reviewed by Leadership Group.
- If incident is a high risk, it is then sent to the Board to be addressed under the Risk Management guidelines.

## 3.3 Rules and Standards

- Safety is everyone's responsibility.
- Always take reasonable care that your actions do not adversely affect the health and safety of others.
- You are encouraged to report health and safety issues including customer aggression.
- Report and record health and safety risks or incidents in accordance with the procedures.
- Managers need to proactively manage potential health and safety issues.
- Managing health and safety risks is most effective when people are consulted, and risk controls are implemented early.

## 3.4 Consultation

Health and safety legislation requires consultation around health and safety matters. The procedure for consultation should be agreed and not imposed, and may include:

- Nomination of a Health and Safety Representative(s)
- Establishing a Health and Safety Committee
- Agreeing to informal procedures.

A Health and Safety Representative (HSR) is elected to represent students and staff in relation to health and safety matters.

The HSR represents all students and staff on health and safety issues. HSR can assist to raise health and safety issues, consult in relation to risk identification and management and investigate health and safety concerns raised.

Health and Safety legislation sets out the functions and powers of HSR. These include:

- Representing students and staff in relation to health and safety issues
- Monitoring the measures taken by AIM to comply with duties under Health and Safety legislation
- Investigating complaints related to health and safety issues
- Inquiring into any health and safety risk.

Once trained HSR's can, under certain conditions, issue a provisional improvement notice if they believe AIM is contravening a provision of Health and Safety legislation.

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Once trained a HSR may also direct an activity to be ceased if the representative has a reasonable concern that there is an immediate health and safety risk to staff, students, or others. In order to exercise this power HSR(s) must first attempt to consult with the relevant manager.

The Health and Safety legislation sets out the powers and functions of a HSR and requires AIM to provide any resources, facilities and assistance to a health and safety representative that are reasonably necessary or prescribed by the regulations to enable the representative to exercise his or her powers or perform his or her functions.

## 3. Accountabilities

### 3.1 Responsible Officer

- a. **CEO:** has the primary duty of care under the Health and Safety legislation to ensure, so far as reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the Institute.
- b. **Head of People and Culture (HPC) and Head of Operations (HOO):** have joint responsibility for this policy and procedure and are responsible for monitoring and facilitating the implementation and regular review of the Policy. The **HPC** is responsible for training in the application of this policy to ensure all staff are fully informed. The **HOO** is responsible for ensuring all students are fully informed.

### 3.1 Contact Officer

- a. **Health and Safety Representatives (HSR):** have the responsibility to consult at all levels of the Institute and inspect the workplace at regular intervals. The HSR also is responsible for initiating any corrective action(s) in regards to hazards and/or unsafe work practices, and report them to the Leadership Group.
- b. **Return to Work Coordinator/s:** have the responsibility, following an injury, to ensure the *Return to Work Plan* is implemented in accordance with Work Health and Safety legislation.
- c. **Leadership Group (LG):** must exercise due diligence to ensure the Institute complies with Health and Safety legislation. This includes taking reasonable steps to ensure the Institute has and uses appropriate resources and processes to eliminate or minimise risks associated with Health and Safety legislation.
- d. **Managers/Supervisors:** have a responsibility to provide a safe work environment that enables staff to carry out their work responsibilities. Managers/Supervisors should be alert to the possibility of an unsafe work environment and should monitor key indicators such as workplace culture factors, high absenteeism and high staff turnover.
- e. **Staff members** have a duty to:
  - Take reasonable care for their own health and safety
  - Take reasonable care that their acts do not adversely affect the health and safety of other persons
  - Report to their supervisor, as soon as reasonably practicable, any identified hazards or unsafe practice
  - Comply, so far as reasonably practicable, with any reasonable instructions given by the Institute.
- f. **Students:** have a similar duty to that of a staff member.

## 4. Supporting Information

### 4.1 Supporting Documents

- *Hazard Notification*
- *Incident Report*
- *Injury Report*
- *Return to Work Plan*

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## 4.2 Related Documents

- [Anti-Discrimination Policy and Procedure](#)
- [Critical Incident and Emergency Policy and Procedure](#)
- [Health and Safety Consultation Statement](#)
- [Return to Work Plan](#)
- [Sexual Harassment Policy and Procedure](#)
- [Staff Code of Conduct](#)
- [Student Code of Conduct](#)
- [Staff Workplace Bullying Policy and Procedure](#)

## 4.3 Legislative Compliance

This Policy & Procedure supports AIM’s compliance with the following legislation:

- [Education Services for Overseas Students Act 2000 \(ESOS\) and Regulations 2001 \(ESOS\)](#)
- [Higher Education Standard Framework 2015](#)
- [Model Codes of Practices](#)
- [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 \(The National Code\)](#)
- [NSW Codes of Practice](#)
- [Occupational Health and Safety Act 2004 \(VIC\)](#)
- [Occupational Health and Safety Regulations 2017 \(VIC\)](#)
- [Tertiary Education and Quality and Standards Agency Act 2011 \(TEQSA\)](#)
- [VIC Compliance Codes](#)
- [Workers Compensation Act 1958 \(VIC\)](#)
- [Workers Compensation Act 1987 \(NSW\)](#)
- [Work Health and Safety Act 2011 \(NSW\)](#)
- [Work Health and Safety Regulation 2017 NSW](#)
- [Workplace Injury Management and Workers Compensation Act 1998 \(NSW\)](#)
- [Workplace Injury Rehabilitation and Compensation Act 2013 \(VIC\)](#)

## 4.4 Supporting Websites

- [Centre for Work Health and Safety](#)
- [Safe Work Australia](#)
- [SafeWork NSW](#)
- [WorkSafe Victoria](#)

## 4.5 Superseded Documents

Nil.

## 5. Definitions and Acronyms

TERM/ACRONYM	DEFINITION
AIM referred to as the ‘Institute’	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
Due Diligence	Taking reasonable steps to reduce risk

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<b>Duty of Care</b>	A legal obligation which is imposed on an individual or company requiring adherence to a standard of reasonable care in regards to any acts that could foreseeably harm others
<b>Hazard (risk)</b>	A situation in the workplace that has the potential to harm the health and safety of people or to damage plant and equipment
<b>Health</b>	<ul style="list-style-type: none"> <li>• Physical health relates to the functioning of the physical body.</li> <li>• Mental Health relates to people's emotions, thoughts and behaviours</li> </ul>
<b>Incident</b>	The death of a person, or a serious injury or illness of a person; or a dangerous incident
<b>Near Miss</b>	An unplanned event that could have resulted in an injury/illness to people or danger to health
<b>Reasonably Practicable</b>	Means what is reasonably able to be done 'at a particular time' to ensure health and safety
<b>Safety</b>	The condition of being protected from or unlikely to cause danger, risk or injury

### 6. Revision History

Version	Date Approved by Academic Board	Date Approved by Board of Directors	Sections modified
1.0	N/A	26/09/2019	New Policy
1.1	NA	NA	Updated to new format
1.2	N/A	26/08/2021	Minor format revisions Review on expiry: <ul style="list-style-type: none"> <li>• Removal of reference of return to work policy &amp; procedure and replaced with Return to Work Plan</li> </ul>



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## 7. Flowchart – Showing Process and Decision Points

