



WORKPLACE HEALTH AND SAFETY (WHS) POLICY & PROCEDURE

Introduction

The Australian Academy of Commerce (AAC) is committed to providing a safe and healthy environment for all staff, students, contractors and visitors. This Workplace Health and Safety (WHS) Policy and Procedure ensures compliance with the Work Health and Safety Act 2011 (Cth) and related regulations including Work, Health and Safety Regulations 2011 (Cth) and Standards for Registered Training Organisations (RTOs) 2015, the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018, and English Language Intensive Courses for Overseas Students (EICOS) Standards 2018, fostering a culture where health and safety are integral to all activities.

Purpose

The purpose of this policy is to:

- Ensure health, safety and welfare of all stakeholders at AAC premises.
- Identify and manage risks in compliance with Australian WHS laws.
- Promote a proactive approach to WHS through training, consultation and continuous improvement.

Scope

This policy applies to all students (domestic and international), staff, contractors and visitors of AAC and all AAC campuses and locations where AAC activities take place.

Policy Statement

AAC prioritises the health, safety and welfare of all individuals engaged in its operations. AAC is dedicated to implementing and maintain robust WHS practices to prevent accidents, injuries and illness.

Through a proactive approach, AAC will create an environment that:

- Promotes physical and psychological well-being.
- Encourages collaboration and accountability in safety management.
- Ensures compliance with Australian WHS laws and industry standards.

AAC recognises its duty of care to staff, students and stakeholders and will engage in continuous improvement to ensure all activities, facilities and services meet the highest safety standards.

Definitions

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| Contractor | An external individual or company engaged to perform work at the AAC premises. |
| Duty of Care | A legal obligation to ensure the safety and well-being of others. |
| Hazard | A situation or object that has the potential to cause harm. |
| Incident | An unplanned event that results in or could result in injury, illness or damage. |
| Risk Assessment | A systematic process of evaluating potential risks associated with hazards. |



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| WHS | Workplace, Health and Safety |
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References

- ELICOS Standards 2018
- ESOS Act 2000
- ESOS National Code 2018
- NVR Act 2011
- Standards for RTOs 2015
- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth)

Related AAC Policies and Procedures

- Bullying Discrimination and Harassment Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Critical Incident Policy and Procedure
- Hazard Identification and Risk Management Policy and Procedure
- Sexual Assault and Sexual Harassment Policy and Procedure
- Student Records Management Policy and Procedure
- Staff Code of Conduct
- Student Code of Conduct
- Support for Students Policy and Procedure

Workplace Health and Safety (WHS) Procedure

1. Hazard Identification and Risk Assessment

As per AAC's *Hazard Identification and Risk Management Policy and Procedure*;

- Regular inspections are conducted to identify potential hazards in classrooms, offices and other campus areas.
- Risk assessments are completed for identified hazards, determining the likelihood and severity.
- Controls are implemented to mitigate risks, including elimination, substitution, engineering and administrative controls.

2. Incident Reporting

All incidents, injuries or near misses must be reported using the **AAC Incident Report Form**.

- Reports are submitted to the Compliance Manager or Student Services Officer (SSO) within 24 hours of the incident.
- Investigations are conducted to determine causes and prevent recurrence.

3. Emergency Management

Emergency procedures, including evacuation plans are displayed in all AAC premises.

- Regular evacuation drills are conducted to ensure preparedness.
- Fire extinguishers, first aid kits, and emergency exits are inspected regularly.

4. First Aid

AAC ensures that first aid equipment and trained first aid officers are in place in accordance with legislative requirements and that all students, staff, stakeholders and visitors to AAC have adequate access to first aid in the event of workplace injury or illness.

- AAC first aiders are identified on-site, and their contact details are displayed in prominent locations across AAC premises to ensure quick access in emergencies.
- AAC first aiders must hold a current first aid certificate and are responsible for ensuring AAC maintains a fully stocked first aid kit at all times.
- AAC's Compliance Officer will maintain the register of qualified first aid officers and ensure they are displayed on-site.

5. Drugs and Alcohol

The quality of our services and commitment to workplace health and safety will not be compromised by the presence of individuals under the influence of alcohol, non-prescribed drugs, or prescription medication taken beyond the prescribed dosage.

- All AAC staff and contractors must be in a fit state to carry out their duties safely and effectively. Workers must not be under the influence of alcohol or other impairing substances while at AAC.
- AAC maintains a zero-tolerance approach to drugs and alcohol. Students, staff and contractors are not permitted on AAC premises while under influence of drugs or alcohol under any circumstances.
- If a student, staff member or contractor is suspected of being impaired by alcohol drugs or other substances, they will be immediately removed pending further assessment.
- Students, staff and contractors are responsible for taking prescription or pharmacy medications in accordance with medical advice. If medication may impair their ability to work or study safely, they must inform a member of AAC management so that appropriate control measures can be implemented.
- If drugs or alcohol are found on AAC premises, an investigation will be conducted to determine responsibility and may include drug or alcohol testing of relevant personnel.
- Disciplinary action, up to and including the termination of enrolment of employment or contract, may be taken if an individual is removed from AAC premises due to impairment, tests positive for illegal substances or has a blood alcohol concentration above 0.05 or refuses to undertake a drug or alcohol screen or is found supplying illegal drugs at AAC.

This procedure does not prohibit the responsible consumption of alcohol at AAC-approved functions and events of a social nature, provided the consumption does not pose a risk to the health and safety of participants or professionalism of the event.

6. Electrical Equipment

AAC is committed to ensuring all electrical equipment is safe and in proper working condition. Any electrical equipment that damaged, faulty or not functioning correctly must be reported to a member of AAC staff, following the *AAC Hazard Identification and Risk Management Policy and Procedure*. Under no circumstances are students and staff permitted to attempt repairs or undertake any tasks related to fixing electrical equipment.

7. Computer Facilities and Workstation Ergonomics

Prolonged computer use can cause fatigue, eye strain and musculoskeletal discomfort. Repetitive tasks and poor posture may lead to poor posture and ongoing health issues. To mitigate these risks AAC encourages:

- Taking regular breaks involving movement and stretching.



- Adjusting your chair so feet are flat on the floor (or footrest) and arms are at a 90-degree angle.
- Position the computer screen at eye-level, at a comfortable viewing distance, and free from glare or reflections from lights and windows.

8. Manual Handling (Lifting)

Incorrect manual handling techniques can result in injuries. To minimise these risks, AAC staff and students should:

- Always assess the load before lifting – if it is too heavy, seek assistance.
- Use proper lifting techniques; bend at the knees, back straight and hold the load close to your body.
- Use mechanical aids or equipment where appropriate.

9. Work and Study Areas

AAC maintains designated work and study areas to support a safe and productive environment. All individuals are expected to:

- Keep areas clean, tidy and free from clutter.
- Ensure exits, pathways and emergency access points are always clear.
- Return equipment and materials to their proper places after use.
- Maintain cleanliness in shared spaces, including kitchen and break areas.

10. Slips Trips and Falls

To reduce the risk of slips, trips and falls in AAC environments, staff, students and stakeholders are expected to:

- Wear footwear suitable for the work or study areas.
- Use safety features such as handrails when using stairs.
- Never stand on desks, chair or other unstable surfaces.
- Clean up spills immediately to prevent slipping hazards.
- Move carefully through spaces, avoiding rushing which can increase the risk of accidents.

11. WHS Training

- All staff, students receive WHS induction/orientation upon joining AAC.
- Refresher training is conducted annually or as required.
- Specific WHS training is provided for high-risk tasks or roles.

Roles and Responsibilities

| Role | Responsibility |
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| CEO | Oversee compliance with regulatory requirements and approve policy updates. Provide adequate resources for implementing and maintaining WHS systems. |
| Compliance Officer | Conduct regular audits and risk assessments, monitors WHS performance, ensures adherence to WHS policies and procedures, and coordinates WHS training programs. |
| Student Services Officer (SSO) | Supports students in WHS matters, manages incident reports, ensures WHS communications are delivered effectively and assists in risk assessments related to student activities. |



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| Staff | Follow WHS procedures and report hazards or incidents promptly. Participate in WHS training and initiatives and ensure their actions do not endanger others. |
| Students | Adhere to AAC's WHS rules and guidelines. Report hazards, incidents or unsafe practices to staff and cooperate in maintaining a safe learning environment. |
| Contractors and Visitors | Comply with AAC's WHS requirements and report hazards or incidents immediately. |

Monitoring and Review

AAC reviews the Workplace Health and Safety policy and procedure annually to ensure compliance and effectiveness. WHS performance is reviewed quarterly through internal audits and feedback from staff and students is incorporated into improvement plans.

Version Control

| Version | Date | Description | Approved by | Approval date | Author | Review date |
|---------|----------|--------------------|-------------|---------------|-----------------|-------------|
| V1.0 | Jan 2025 | New policy for AAC | CEO | 12 Feb 2025 | Compliance Team | Jan 2026 |
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Policy and Document Information

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| Author: | Compliance Team |
| Policy owner: | Compliance Officer |
| Approved by: | CEO |
| Approved date: | 12 February 2025 |
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