

# Work Health and Safety (WHS) Policy

**Policy Code:** HR-015**Version:** 12.0**Effective Date:** 9 March 2023

## 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.

## 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.

### Managing Director (MD)

The role of the MD is to comply with Due Diligence requirements by acquiring and keeping up to date with knowledge of WHS matters relating to the College by monitoring WHS legal compliance, performance, and risk profile to the Board of Directors. It is the responsibility of the MD to ensure that the College has committed appropriate resources to eliminate or minimise risks to health and safety whilst also complying with any duty or obligation under WHS legislation.

### Director of Clinic and Campus Operations (DCCO)

The Director of Clinic and Campus Operations is responsible for managing the national WHSMS as well as regularly reviewing WHS policies and procedures to meet the ongoing needs of the College as the WHS Policy owner. The DCCO directly manages the Campus and Clinic Team who are all management members of the National WHS Committee. The DCCO is accountable for ensuring that all hazards, incidents, and accidents are adequately resolved in a timely manner. The DCCO must actively promote WHS activities within the College, ensuring the wider College network is aware of the national WHSMS. The DCCO is also in charge of producing monthly WHS reporting that is provided to the MD, the SLT and ACMN Board of Directors ensuring a focus on WHS investigation, risk analysis, WHS trends, communication, and continuous improvement strategies. It is the DCCO's responsibility for promptly reporting to the MD, Critical Incident Response Team and/or SLT any immediate major risks likely to cause any significant impact to the College.

### Senior Leadership Team (SLT)

The SLT are accountable for the implementing the College's WHSMS in their area of responsibility. They must ensure WHS responsibilities are communicated, and those with management responsibilities are held accountable for WHS performance. The SLT will be consulted with, by the DCCO, on relevant WHS Policy and Procedure changes and WHS incentives. It is the SLT who will be responsible for ensuring that all staff are inducted and receive regular training as required so that they can perform their jobs safely.

### Management Members of the National WHS Committee

The Management members of the National WHS Committee review all hazard, incident and accident reports and take appropriate action, including timely completion of risk assessments and incident investigations.

Their role is to ensure that the business processes of the WHSMS are defined and conveyed to their relevant campus / clinic. Their role is also to advise, coach and support all staff with all relevant WHS policies and procedures. They are encouraged to provide advice and support to the WHS Committee by being part of the National and Local WHS Committees. .

## 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 direct reports 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 two (2) years or if required by major workplace changes, results of annual WHSMS audits or acquisition of subsidiary companies.

## Definitions

**College** – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. 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.

**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.

**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.

**Work Health and Safety Management System (WSMS)** – The framework 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.

**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

*Anaphylaxis Management Procedure*

*Chemical Management Procedure*

*Face Mask Wearing Procedure*

*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*

*Safe Work Procedure – Electrical Equipment on Campus*

*Safe Work Procedure – Massage Table Maintenance, Safety and Hygiene*

*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*

*Campus Visitor and Client Safety Policy*

*Clinic Student Safety Policy*

*Critical Incident 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 Code of Conduct - HE*

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*Student Code of Conduct - VET*

*Whistle-blower Policy*

*Workplace Bullying Policy*

## **Related Documents**

*Work Health and Safety Committee Framework*

## **Guidelines**

Not Applicable

## **Benchmarking**

Southern Cross University

University of Technology Sydney

## **Supporting Research and Analysis**

Not Applicable

## **Related Legislation**

*Occupational Health and Safety Act 2004 (VIC)* <https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/037>

*Work Health and Safety Act 2011 (NSW)* <https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010>

*Work Health and Safety Act 2011 (QLD)* <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018>

*Work Health and Safety Act 2012 (SA)*

<https://www.legislation.sa.gov.au/lz?path=%2Fc%2Fa%2Fwork%20health%20and%20safety%20act%202012>

*Work Health and Safety Act 2020 (WA)* [https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_a147282.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a147282.html)

# Review and Approval

## Policy Author

Director of Clinic and Campus Operations

## 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: 6 June 2022

## Approval Body

Managing Director

Approval date: 9 March 2023

## Policy Status

Revised

## Responsibilities for Implementation

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

## Key Stakeholders

- National WHS Committees
- Director of Clinic and Campus Operations
- Senior Leadership Team