6.2.2 Health and Safety Policy

1.0 Rationale

Acknowledge Education is committed to providing and maintaining a safe and healthy work environment for everyone who comes into contact with our operations, in accordance with health and safety legislation, regulations, codes of practice and best practice guidance. The Health and Safety Policy is intended to provide employees with information regarding the Acknowledge Education Group commitment to health and safety as well as enabling them to keep themselves and others safe.

2.0 Scope

This policy is pertinent to all internal and external stakeholder groups associated with student recruitment and admission. This includes students, their families, and caregivers.

3.0 Regulatory Context

3.1 Higher Education Standards Framework (Threshold) 2021

The HES Framework, specifically Part A, focuses on wellbeing and safety standards. These standards can be found in Section 2.3 of the Learning Environment domain and include:

- Promotion of a safe environment (2.3.4)
- Management of critical incidents (2.3.5)

Corporate responsibility for promoting and fostering a safe environment (6.1.4). One crucial aspect of promoting wellbeing and safety is how well a provider is prepared to handle incidents, especially critical ones (Standard 2.3.5). Another important element of preparedness is the provider's ability to identify and mitigate risks (as outlined in Standard 6.2.1e) and take preventative actions.

3.2 National Code of Practice of Education and Training to Overseas Students 2018

This code makes explicit AE's responsibility to take all reasonable steps to provide a safe environment on campus or premises, and advise overseas students and staff on actions they can take to enhance their personal security and safety.

3.3 Standards for Registered Training Organisations (RTOs) 2015

Clase 8.5 makes clear that AE, as an educational provide, must comply with the Commonwealth, state and territory legislation requirements relevant to its operations, including workplace health and safety legislation and regulations.

4.0 Policy

4.1 Employer Commitment

4.1.1 Acknowledge Education will provide the systems, processes, equipment, information, training, and supervision needed to provide and maintain a safe, healthy working environment.

4.1.2 AE recognises that the health and safety risks associated with our operations will evolve over time and thus will remain committed to working in partnership with all personnel to ensure continuous improvement of health and safety capability in the workplace is achieved.

4.1.3 AE is committed to meeting our regulatory obligations in accordance with the Australia's Federal Legislation: Work Health and Safety Act 2011

4.2 Health and Safety Values

Acknowledge Education is committed to fostering a positive, proactive culture towards health and safety. All personnel are expected to reflect the following values in the way they behave on a daily basis.

4.2.1 **Responsibility:** All personnel will play an active role in health and safety, take responsibility for their own actions relative to their role and not make assumptions that 'someone else' has it covered.

4.2.2 **Action**: All personnel will apply the following three steps on a daily basis:

- Think
- Act
- Do

When undertaking operations with regard to anticipating 'what could go wrong' and ensure that steps are taken to minimise risks.

4.2.3 **Communication:** All personnel will actively communicate any concerns regarding health and safety in a timely, open, and honest manner so any concerns can be addressed to maintain a healthy safe working environment.

4.2.4 **Partnership:** Health and safety is everyone's responsibility. All personnel will engage with each other on the basis that everyone has a role to play in identifying, assessing, and treating health and safety risks at work.

4.3 Overarching responsibilities of workers

In accordance with legislation, workers have a duty of care to:

4.3.1 Take reasonable care for their own health and safety and that of others.

4.3.2 Comply with reasonable instructions from Acknowledge Education

4.3.3 Cooperate with policies and procedures that have been communicated to them.

4.4 Health & Safety Risk Register - Approved Risk Assessment Methods

4.4.1 Acknowledge Education will maintain a health and safety risk register which will represent a formal record of known hazards and risks in all of the workplaces that we control as part of our business operations.

4.3.2 The health and safety risk register will be constantly added to and adjusted as emerging risks are identified, as risk levels change or where control measures are adjusted. All personnel are encouraged to stay alert in detecting and reporting risks, hazards, or harmful situations at any time.

4.4.3 Hazards and risks will be monitored on an ongoing basis to ensure controls are being implemented in practice, are effective and any changes in risk levels are detected.

4.4.4 A review of the health and safety risk register will occur every 6 months.

4.5 Communication and Consultation on Health and Safety Risks

Acknowledge Education is committed to engaging its workforce and any applicable third parties regarding health and safety.

4.5.1 In respect of consultation and communication of health and safety matters, Acknowledge Education will:

- Regularly ask workers and contractors if they have become aware of any emerging health and safety hazards or risks.
- Ensure any concerns raised by workers or contractors are responded to and addressed promptly.
- Provide regular updates on any new hazards/risks or expectations and requirements in respect to managing those risks.
- Ensure all personnel receive a thorough health and safety induction, relative to their role.
- Ensure all personnel can contribute to the continuous improvement of health and safety through participation in meetings, workshops, surveys, and reporting processes.

6.0 Roles and Responsibilities

6.1 Head of Operations

Provide systems, processes, equipment, information, training, and supervision for a safe and healthy working environment.

Commit to working in partnership with all personnel for continuous improvement of health and safety capability (4.1.2).

Comply with regulatory obligations as per the Work Health and Safety Act 2011

Maintain a health and safety risk register and adjust it as risks change.

Monitor hazards and risks to ensure controls are effective.

Conduct a review of the health and safety risk register every 6 months.

6.2 All AE Workers

Play an active role in health and safety, taking responsibility for their own actions and not making assumptions.

Apply the "Think, Act, Do" steps to anticipate potential issues and minimize risks.

Actively communicate health and safety concerns in a timely, open, and honest manner.

Engage with others on the basis that everyone has a role in identifying, assessing, and treating health and safety risks.

Take reasonable care for their own health and safety and that of others.

Comply with reasonable instructions from Acknowledge Education.

Cooperate with policies and procedures that have been communicated to them.

Regularly report any emerging health and safety hazards or risks.

Participate in meetings, workshops, surveys, and reporting processes to contribute to continuous improvement in health and safety.

6.0 Definitions

Term	Definition
Culture	The shared beliefs, values, and behaviours within an organisation or group.
Duties	Obligations or responsibilities that individuals or entities must fulfill.
Hazard	A potential source of harm or danger, which could cause harm to people or property.
Health and Safety	Measures and procedures designed to protect the well-being and security of individuals in a workplace.
Health and Safety Risk Register	A formal record that identifies known hazards and risks in the workplace, used for managing and monitoring these risks.
Legislation	Laws and regulations that have been enacted by a governing authority.
Risk Assessment Methods	Systematic processes used to evaluate potential hazards and assess risks in the workplace.
Roles and Responsibilities	The duties and tasks assigned to specific individuals or groups within the organisation.
Workers	includes all employees, contractors, subcontractors, labour-hire workers, apprentices and trainees, and volunteer workers

7.0 Related Documents

Document Name
AE's Risk Register
AE's Risk Management Plan
AE's Critical Incident Policy

8.0 Document Information

Document Name	Health and Safety Policy
Document Number	6.2.2
Purpose	The Health and Safety Policy is intended to provide employees with information regarding the Acknowledge Education Group commitment to health and safety as well as enabling them to keep themselves and others safe.
Audience	All AE Stakeholders
Category	Governance and Accountability
Subcategory	Corporate Monitoring and Accountability
Approval Date	14/12/2020
Effective Date	14/12/2020
Last date of endorsement	1/11/2023
Next Review Date	Under review as at April 2026
Policy Advisor	Head of Operations
Approving Authority	Board of Directors
Contact	Regulatorcompliance@ae.edu.au

9.0 Change Log

Date	Version	By	Date Version By Notes
17/11/2020	171106	Vtan	Draft complete
1711101	1711101	ABennett	Draft reviewed. Ready for Board and AB approval
171106	171106	BSaporta	Reformatted
171214	171214	Bsaporta	Approved by Board
190314	190314	Bsaporta	Bsaporta Include definition of sexual assault
190513	190513	Bsaporta	Remove student from title
201208	190513	Bsaporta	Review and reformat.
26/04/2021	2.0	TWeir	Updated version information to align with policy framework
11/01/2022	2.1	TWeir	Updates to current policy template.
28/10/2023	3.0	Dean (NW)	Extracted WHS elements as separate, stand-alone policy from the Policy and Procedure – health, safety and wellbeing, added definitions, regulatory context, roles and responsibilities, updated to current branding.