

HEALTH, SAFETY & WELLBEING POLICY

1. Purpose

Ikon Institute Australia (Ikon) is committed to promoting and ensuring the health, safety and wellbeing for everyone who works, learns or visits Ikon. This policy establishes the framework for work health and safety management across Ikon.

2. Scope

This policy applies to all workers, students, visitors, persons who may be affected by the operations of Ikon or are authorised to undertake business on behalf of Ikon including at all teaching and learning locations and modes of delivery and applies to any courses and subjects delivered in partnership with other organisations, including student placements.

3. Related Policies

This policy should be read in conjunction with the following documents:

- Risk Management Policy
- Critical Incident Policy
- Critical Incident Register
- Governance Guidelines
- Inclusion, Diversity and Equity Policy
- Sexual Assault and Sexual Harassment Policy
- Student Code of Conduct
- Student Placement and Placement Code of Conduct and Pro
- Safety Management Policy
- Business Continuity Plan
- Privacy Policy

This policy and related documents can be accessed via the [Policy and Procedures](#) section of the Ikon website and the student and staff policy libraries.

4. Definitions

“Reasonably” means that which is or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters.

“Risk Management” is defined in the *Risk Management Policy* and, for the purpose of this framework, includes the coordinated activities to direct, control and monitor work health, safety and wellbeing hazards and risks.

“Student” means a person who his enrolled in at least one subject of a course at Ikon and retains an active status in that course.

“Visitor” means any person who visits an Ikon campus or Ikon managed clinic.

“Wellbeing” is a multi-faceted concept involving much more than just physical health. It’s a combination of a person's emotional, mental and social health, and it also reflects how they feel about themselves and their life in general.

“Worker” means any person who carries out work for Ikon which includes:

- Employees
- Trainees

- Volunteers and affiliates including visiting and honorary academics
- Work experience/placement students
- Contractors or sub-contractors
- Employees of a contractor or sub-contractor
- Employees of a labour hire company assigned to work for Ikon

5. Principles

- 5.1 Ikon is committed to creating and maintaining safe work and learning environments, educating individuals of their shared responsibility for their own health, safety and wellbeing and that of others who may be affected by their acts or omissions, and monitoring to improve health and safety standards.
- 5.2 Ikon shall create and maintain work and learning environments (including equipment, facilities and systems of work) that are, so far as is reasonably practicable, safe for its workers, students and visitors, without risk to their health, safety and wellbeing.
- 5.3 Ikon promotes dignity and respect in the workplace and shall take action to prevent and respond to incidents of workplace bullying or harassment.
- 5.4 Ikon adopts a risk management approach to fulfil these commitments and support decision-making, performance and accountability as it relates to work health, safety and wellbeing to ensure hazards and safety risks are identified, assessed and eliminated (or controlled, monitored and reviewed where elimination is not possible).
- 5.5 All persons involved in or affected by the operations and activities of Ikon are responsible for identifying and communicating potential work health and safety risks. Ikon shall provide the necessary direction to meet its obligations under work health and safety legislation and clear guidelines for all workers, students and visitors so they may meet their collective and individual responsibilities.
- 5.6 While the responsibility for safety management is shared across the business, the Board of Directors has ultimate responsibility for the oversight of the management of health, safety and wellbeing related risks.
- 5.7 Ikon shall allocate sufficient financial and physical resources to support the effective implementation of the work health, safety and wellbeing management framework.
- 5.8 Ikon shall provide appropriate information, training, instruction and supervision to all workers, students and visitors to equip them with the knowledge and skills necessary to meet their work health and safety responsibilities.
- 5.9 Ikon shall investigate and monitor hazards, issues and incidents in a prompt, confidential and impartial way, ensuring appropriate action is taken in line with work health and safety legislation and best practice.
- 5.10 Ikon shall implement a return-to-work program to support workers and students who have been harmed or injured to be able to return to work and study in a safe and timely manner.
- 5.11 Ikon shall facilitate consultation and communication channels to discuss work health and safety matters, encourage timely corrective action, bring expertise and different views to the safety management process, facilitate oversight and promote ownership of work health and safety responsibilities.
- 5.12 Ikon shall regularly monitor, review and evaluate health and safety management systems, including workplace inspections, audits and the engagement of external expertise to improve workplace safety and injury management standards with consideration for best practice and to ensure compliance with work health and safety legislation and regulations.
- 5.13 Ikon shall create and maintain adequate reporting and records to support the work health and safety framework and to comply with its record keeping responsibilities under legislation.

6. Responsibilities & Authority Levels

Board of Directors

- 6.1 The Board of Directors, as the corporate governing body, has the ultimate responsibility for the oversight of the work health, safety and wellbeing management framework across Ikon.

Health, Safety & Wellbeing Committee

- 6.2 The Health, Safety & Wellbeing Committee assists the Board of Directors to discharge its responsibility for oversight of health and safety management across Ikon by observing, implementing and fulfilling its requirements under work health and safety legislation.
- 6.3 The Committee has been delegated responsibility for the establishment, monitoring, review and evaluation of work safety related practices to support and sustain the management of work health and safety risks across the institution. The main function of the Health, Safety & Wellbeing Committee is to actively promote the health, safety and wellbeing of everyone involved in the activities of the Company and to facilitate implementation of measures to improve safety in its work and learning spaces.
- 6.4 The Health, Safety & Wellbeing Committee reports to the Board of Directors.

Executive & Senior Management

- 6.5 The CEO has responsibility for the implementation of the work health and safety and wellbeing management framework across Ikon.
- 6.6 The Dean is responsible for ensuring the work health, safety and wellbeing management framework is implemented across academic operations in accordance with policy and instruction from the CEO.
- 6.7 Senior management, academic leaders, and other similar positions are responsible for the implementation of safety policies, procedures, programs and activities as part of the business and academic operations across all work and learning environments. Senior management are required to demonstrate leadership and set an example for workers and students in work health and safety matters. Senior management shall be invited to participate as ex-officio members of the Health, Safety & Wellbeing Committee.

Workers, Students, Visitors & Others

- 6.8 All persons, including workers, students and visitors of Ikon, are responsible for taking all reasonable steps to ensure their health, safety and wellbeing and that of others who may be impacted by their actions or omissions.
- 6.9 Each person conducting activities behalf of Ikon, including students and visitors, are responsible for observing all safety rules and procedures which shall be issued as codes of practice, policies, procedures and all directions given to them in relation to work health, safety and wellbeing management.
- 6.10 All persons are required to report practices, conditions or hazards that could injure or harm themselves, others or their work and learning environments.

7. Health, Safety & Wellbeing Management Framework

- 7.1 The framework sets out the expectations for safety management and establishes an inclusive, systematic and sustainable approach to work health, safety and wellbeing by:
- providing an integrated structure to create and maintain safe work and learning environments
 - recognising its duty of care to all persons in these work and learning environments
 - defining governance and management responsibilities and authorities

- facilitating compliance with work health and safety legislation and regulation
- setting the parameters for the evaluation of health and safety risks
- establishes processes for reporting health and safety issues
- establishes regulatory monitoring and evaluation to support continuous improvement
- foster and support a culture of health, safety and wellbeing awareness

7.2 Ikon's commitment to health, safety and wellbeing is guided by a structured risk management framework to:

- protect the health, safety and wellbeing of students, staff, partners and the wider community
- support a continued culture of risk awareness across the institution
- provide direction for key areas of exposure and how they should be managed
- set the parameters for the evaluation of risk and how it should be reported
- guide and assist in the development of appropriate treatment strategies
- facilitate compliance with legislation and regulation
- stimulate the identification, reporting and rectification of non-compliance

Policies & Procedures

7.3 Health, safety and wellbeing policies are developed with consideration for work health and safety legislation and regulations and in consultation with key persons and groups internal and external to the business of Ikon.

7.4 A series of procedures, guidelines and programs shall be developed to guide the implementation of the health, safety and wellbeing management framework and to treat situations, hazards and risks associated with the creation, provision and maintaining of safe work and learning environments.

7.5 The Health, Safety & Wellbeing Committee is responsible for reviewing all policies, procedure and related documentation at least every three years in accordance with the *Policy Management Framework*. The Board of Directors is the Approval Authority for policy underpinning the health, safety and wellbeing framework.

7.6 Approved policy and related documentation shall be published and made available to workers, students and visitors.

Work Health & Safety Management

7.7 Ikon implements a risk management framework to identify, analyse, evaluate, treat and monitor risks to the health, safety and wellbeing of its workers, students and visitors. This integrative framework is described in detail in the Ikon *Risk Management Policy*.

7.8 The Health, Safety & Wellbeing Committee facilitates the implementation of the work health and safety management framework through the development of policy, practices and controls designed to improve the health, safety and wellbeing of its workers, students and visitors in line with work health and safety legislation and best practice.

7.9 Safety awareness and training programs are designed and delivered to ensure workers, students and visitors have the necessary knowledge and skills to carry out their activities in a safe manner.

Communication & Consultation

7.10 Communication and consultation with workers, students and other key stakeholders occurs across the safety management process to promote inclusiveness and ownership of safety across the institution. Other key stakeholders may include persons and groups internal and external to the business of Ikon.

7.11 The Health, Safety & Wellbeing Committee has the authority to meet with and seek information it requires from its workers, students, officers, directors, other committees or external parties.

Monitor & Review

- 7.12 A program of ongoing monitoring and periodic review of safety management processes is central to the health, safety and wellbeing framework to assure the quality and effectiveness of process design, implementation and outcomes.
- 7.13 Monitor and review practices to ensure that known health, safety and wellbeing risks are identified and controls are still relevant, assumptions still valid, risk tolerance is maintained, agreed treatments are implemented, effective and achieving anticipated outcomes, and new information is integrated in a timely and appropriate manner.
- 7.14 Risks are monitored and reviewed at various points across the safety management process and as part of normal business operations. Monitor and review activities are conducted by risk owners, academic units, operational units, and governing bodies. Risk Owners are also members of the Health, Safety & Wellbeing Committee.
- 7.15 The Chair of the Health, Safety & Wellbeing Committee shall report each quarter to the Board of Directors on the health, safety and wellbeing management, including the Critical Incident Register with accompanying analysis and recommendations for improvement in safety practices as necessary.

Documentation & Record Keeping

- 7.16 All records, both current and past, are to be stored in such a way that they can be accessed and retrieved upon demand.
- 7.17 Records storage and retention periods are as outlined in Ikon's *Records Management Policy*.

8. Publication

- 8.1 This policy and related documents can be accessed via the Policy and Procedures section of the Ikon website and the student and staff policy libraries.

Policy Information & History

Policy Category	Governance, Health & Safety
Policy ID	HR005
Approved by	Board of Directors
Date of Approval	23 November 2021
Endorsed by	Health, Safety & Wellbeing Committee
Date of Endorsement	4 November 2021
Previous Versions	29 June 2015
Next Review Date	October 2024
Government Legislation	Tertiary Education Quality and Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 National Code 2018 Work Health and Safety Act 2011 Safe Work Australia Model Work Health and Safety Act Safe Work Australia Guide to the Model Work Health and Safety Act Safe Work Australia Model Work Health and Safety Regulations Safe Work Australia Model Codes of Practice Work Health and Safety Act 2011 (NSW) Work Health and Safety Act 2011 (QLD) Occupational Health and Safety Act 2004 (Victoria) Occupational Health and Safety Act 1984 (WA) Work Health and Safety Act 2012 (SA)
Responsible Officers	CEO
Sources:	<p>In developing the resolution framework, Ikon considered the following documents:</p> <p>Tertiary Education Quality and Standards Agency (2019). <i>Guidance Note: Wellbeing and Safety.</i></p> <p>Australian Catholic University and Erebus International, <i>Scoping study into approaches to student wellbeing, July 2008</i></p>
Benchmarking:	External referencing activities were conducted against comparable providers and best practice using publicly available information, including Western Sydney University, Kaplan Business School, Charles Sturt University, Australia College of Applied Professions, Canberra Institute of Technology.