SAFETY MANAGEMENT POLICY

1. Purpose

1.1 Ikon is committed to providing a physically and mentally safe and healthy workplace for its workers, students and visitors. The Safety Management Policy defines the principles of this commitment and Ikon's approach to the continuous improvement of health and safety in the workplace.

1.2 All members of the Ikon community have a collective and individual responsibility to work safely and be engaged in activities to help prevent physical and psychological injuries and illness

1.3 It also outlines the organisational attitude to work health, safety and wellbeing in pursuit of its strategic and operational objectives as a registered institute of higher education.

2. Scope

2.1 The policy establishes the processes for work health and safety management across the organisation. It applies to all workers, students, visitors, other 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 placements.

3. Related Documents

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

- Risk Management Policy
- Health, Safety & Wellbeing Policy
- Critical Incident Policy
- Critical Incident Register
- Risk Appetite Statement
- Safety Assessment Register

This policy and related documents can be accessed via the student and/or staff policy libraries.

4. Definitions

"Safety Management" means the systematic application of coordinated activities to direct the organisation and control the risks that may impact the achievement of work health, safety and wellbeing objectives

"Consequence" means the outcome of an event and the effect on work health, safety and wellbeing.

"Context" means the environment in which the business operates, or an activity takes place and includes internal and external influences on the organisation and its operations

"Control" means a measure or action to modify or regulate a risk, for example legislation, policies, procedures, practices, guidelines, systems, facilities, reporting etc

"Hazard" means a situation, event, action or omission that has the potential to harm a person

"Harm" means death, injury or illness

"Likelihood" means the chance of something happening

"Monitoring" means checking, supervising or determining the status of a risk in order to identify change required or expected

"Reasonably" means ' ...that which is or was at a particular time, reasonably able to be done in relation to ensuring health and safety, considering and weighing up all relevant matters ...' as defined in section 18 of the Work Health and Safety Act 2011.

"Residual Risk" means the risk remaining after implementation of controls and treatments

"Review" means the process of determining the suitability, adequacy and effectiveness of an activity to achieve the established outcome

"Risk" means the effect of uncertainty on the achievement of work health, safety and wellbeing objectives i.e.. the possibility that harm might occur when a person is exposed to a hazard

"Risk Analysis" means the process of understanding the nature of risk and determining the level of risk

"Risk Appetite" means the degree of risk the organisation is willing to pursue or retain

"Risk Assessment" means the overall process of risk identification, analysis and evaluation

"Risk Rating" means the rating applied to a risk following the process of assessment of the likelihood and consequence of a risk occurring

"Safety Assessment Register" means a detailed record of work health, safety and wellbeing risks that could impact performance and/or the achievement of objectives. It describes the risk, context and any contributing factors, identifies controls in place, notes the residual risk rating and outlines treatment plans. The Safety Assessment Register is monitored and reviewed by the Health, Safety & Wellbeing Committee who reports to the Corporate Board to provide oversight at the institutional level.

"Risk Treatment" means the process to modify the risk i.e.. avoiding the risk by not starting or continuing the activity that gives rise to the risk, removing the source of risk, changing the likelihood, changing the consequence, sharing the risk, transferring the risk or accepting the risk.

POLICY

5. Principles

5.1 Safety management is an integral component of the work health and safety management framework. It anticipates, detects, acknowledges and responds to hazards and safety risks within the work and learning environment and the context in which Ikon operates as a higher education provider.

5.2 Ikon adopts a risk management approach to support informed 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).

5.3 The process of safety management directs the organisation to influence and control hazards that may impact the health, safety and wellbeing of workers, students, visitors and any persons affected by the operations and activities of Ikon. Conversely, the process may be directed to influence the likelihood or consequence of an event to enhance health, safety and wellbeing.

5.4 Ikon approach to safety management is guided by a structured risk management framework to:

- 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 safety risks and how they 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 safety risks
- protect the health, safety and wellbeing of students, staff, partners and the wider community

5.5 The process of identifying, analysing, evaluating, treating and monitoring hazards and safety risks is embedded within organisational activities, systems and processes across all work and learning environments (including online environments).

5.6 While the responsibility for work health and safety management is shared across the business, the Board of Directors has ultimate responsibility for the oversight of the assessment and management of hazards and safety related risks. The Health, Safety & Wellbeing Committee assists the Board of Directors discharge its responsibility for overseeing safety management across the institution.

5.7 The CEO has responsibility for implementation of the Safety Assessment Register across the business.

5.8 The management of work health, safety and wellbeing risk considers the institutional risk appetite set by the Board of Directors.

6. Roles & Responsibilities

6.1 All persons in the workplace, including all work and learning environments, have a duty to take reasonable care for their own health, safety and wellbeing and to not adversely affect the health, safety and wellbeing of other persons.

6.2 All persons are responsible for identifying and communicating potential hazards and safety related risks. Ikon encourages this by facilitating open communication and implementing regular reporting processes to encourage timely corrective action.

6.3 The Health, Safety & Wellbeing Committee, assists the Board of Directors in discharging its responsibility for overseeing work safety management across the institution by observing, implementing and fulfilling the requirements under work health and safety legislation. The Health, Safety & Wellbeing Committee reports to the Board of Directors.

6.4 The CEO is responsible for ensuring the risk and safety management frameworks are implemented across the institution in accordance with policy and instruction from the Board of Directors and/or their subcommittees, and the company meets its legislative responsibilities for the management of health, safety and wellbeing risks.

6.5 Management and WHS Officers are responsible for:

- ensuring the safety management and risk process is in place in all aspects of work and study including external study related activities
- implementing systems to identify hazards, including regular workplace inspections, incident reporting and investigation
- working together to ensure that hazards and risks are controlled, and that risk control measures are documented, monitored regularly, reviewed and maintained
- ensuring that where there are known hazards no activities shall be undertaken unless a risk assessment of the work is completed and all foreseeable risks associated with the work are eliminated or controlled, as far as is reasonably practicable
- maintaining the Safety Assessment Register to record hazards and risks assessments

- allocate adequate resources for effective risk management, including implementation of control measures
- consulting workers and where practicable their health and safety representatives through the risk management process and report using appropriate documentation
- providing appropriate information about any hazards and control measures to workers, students and visitors in their area

6.6 Workers and students are responsible for:

- assisting with the identification of hazards, the assessment of risks and implementation of risk control measures
- reporting any incident, accident or hazard in the workplace to their manager or supervisor
- using the required control measures, working safely and not putting themselves or others at risk of injury.

7. Determining What is 'Reasonably Practicable'

7.1 Deciding what is 'reasonably practicable' to protect people from harm requires considering and weighing up all relevant matters, including:

- the likelihood of the hazard or risk occurring
- the degree of harm that might result from the hazard or risk
- knowledge about the hazard or risk, and ways of eliminating or minimising the risk
- the availability and suitability of ways to eliminate or minimise the risk, and
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

PROCEDURE

8. Risk Management Process

8.1 In developing the safety management process, Ikon integrated the institutional Risk Management Policy (based on Clause 6 Process of the Australian Standards ISO 31000: 2018) and adopted the Safe Work Australia Code of Practice 'How to manage work health and safety risks'. The process, centred around hazard (risk) identification, assessment, control and review, involves the systematic application of policies, procedures and practices to the following activities.

A. Identifying hazards and related safety risks

B. Assessing identified risks

C. Controlling identified risks

D. Monitoring and review to determine change, effectiveness and progress

E. Recording and reporting to key stakeholders

8.2 Consultation with workers, students and key stakeholders occurs at each step of the safety management process. Together they bring expertise and different views to the risk identification and assessment process, facilitates informed decision making about control measures, and promotes inclusiveness and ownership of the risk.

8.3 Figure 1 depicts the Safety Management Process adopted from Safe Work Australia Code of Practice (How to manage work health and safety risks).

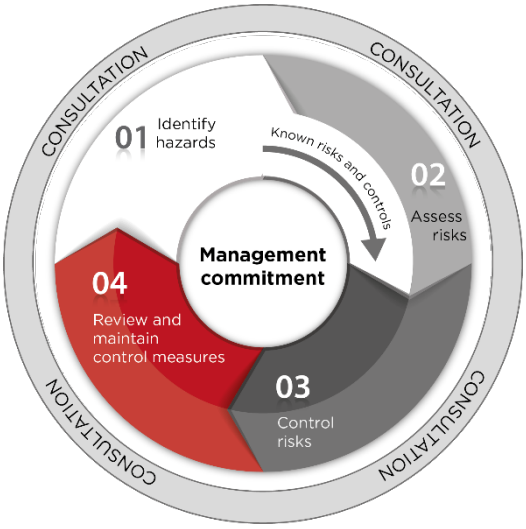

Figure 1: Ikon Safety Management Process

A. Hazard Identification

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people. (Safe Work Australia, Code of Practice 'How to Manage Work Health & Safety Risks', p11-13)

8.4 Hazards generally arise from the following aspects of work and their interactions:

- physical work environment
- equipment, materials and substances used
- work tasks and how they are performed
- work design and management

8.5 Examples of the types of common hazards include, but are not limited to:

- manual tasks
- gravity
- psychosocial
- electricity
- machinery and equipment
- hazardous chemicals
- extreme temperatures
- noise

8.6 A work process may have many different hazards. Each of these hazards needs to be identified.

8.7 A hazard identification process should be undertaken for all activities where there is a potential for health and safety risks, including when:

- planning work processes
- planning teaching, travel, field trips, events and other activities
- planning, setting up and using a new workplace, campus or other learning environment
- planning changes to a workplace or campus e.g. new buildings, alterations to existing buildings, renovations, maintenance, repairs and minor modifications

- responding to work or learning environment incident (even if they have caused no injury)
- responding to concerns raised by workers, students, health and safety representatives, or others
- changes are made to the workplace, system or method of work or learning
- new information becomes available regarding work or learning processes and changes

8.8 Identify the hazards and safety risks which could cause harm in the process of or the result of the achievement of work and/or learning activities. Consider the following broad questions relevant to the activity being assessed:

- Does the work and/or learning environment enable workers and students to carry out the activity without risks to health and safety?
- How is the work performed, including the physical, mental and emotional demands of the task?
- How suitable are the tools and equipment for the task? How well are they maintained?
- How do workers, students, managers, supervisors and others interact?
- How are inappropriate behaviours or conflicts dealt with?
- Have any changes occurred in the work and/or learning environment which may affect health and safety?

8.9 Engage in a variety of techniques to gather information and identify as many potential risks as possible, for example:

- inspect the workplace, campus, classroom and online environments
- consider the principles of good work design and work design best practice such as work tasks, work systems, the physical environment, the online environment, workers, students and other persons in the work or learning environment
- consider the principles of safe design and safe design best practice in terms of buildings, structures, equipment, vehicles, online platforms etc.
- consult workers, students, supply chain networks and external expertise using brainstorming workshops, interviews, focus groups and surveys etc.
- review available information including process mapping, data modelling, data analysis, literature and best practice models etc.

8.10 Consider unknown risks i.e.. how do we find out what we don't know? Use relevant, appropriate and current information, supplemented by further enquiry as necessary.

B. Risk Assessment

Risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. (Safe Work Australia, 'How to Manage Work Health & Safety Risks', p14-17)

8.11 Hazards have the potential to cause different types and severities of harm, ranging from minor discomfort to a serious injury or death. The risk increases as the severity and likelihood of harm increases.

8.12 A risk assessment helps to determine:

- How severe the hazard and risk is?
- Whether any existing control measures are effective?
- What action should be taken to control the risk?
- How urgently the action needs to be taken?

8.13 Many hazards and their associated risks are well known and have well established and accepted control measures. In these situations, the second step to formally assess the risk is not required. If after identifying a hazard the associated risk/s and how to control it effectively is already known, simply implement the controls.

8.14 A risk assessment can be undertaken with varying degrees of detail depending on the type of hazard and the information, data and resources available. It can be as simple as a discussion with others or involve specific risk analysis tools and techniques developed for specific risks or recommended by safety professionals. For some complex situations, expert or specialist advice may be useful when conducting a risk assessment.

8.15 A formal risk assessment should be done when:

- there is uncertainty about how a hazard may result in injury or illness
- the work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks, or
- changes at the workplace occur that may impact on the effectiveness of control measures.

8.16 The formal risk assessment assists to:

- identify which workers are at risk of exposure
- determine what sources and processes are causing the risk
- identify if and what kind of control measures should be implemented, and
- check the effectiveness of existing control measures.

8.17 A detailed risk assessment may not be required where:

- a code of practice or other guidance sets out a way of controlling a hazard or risk that is applicable to the circumstances i.e.. situation, activity, task or work/learning environment, or
- there are well-known and effective controls suited to the circumstances.

In these situations, it may be appropriate to simply implement these control measures.

8.18 A risk assessment is not required when legislation requires a hazard or risk to be controlled in a specific way. In this instance, the legislated requirements must be complied with.

8.19 It may be appropriate to reuse a risk assessment in situations where the hazards, tasks, things, workers or circumstances are the same and no person shall be exposed to greater, additional or different risks. However if there are any changes, a new risk assessment should be performed.

8.20 The outcome of risk assessment is recorded in the Safety Assessment Register and reported to the Health, Safety & Wellbeing Committee (and to the Corporate Board via the Committee).

Risk Assessment Process

Step 1: Work out how hazards may cause harm

"If this happens, what may happen next?"

In most cases, incidents occur as a result of a chain of events and a failure of one or more links in that chain. If one or more events can be stopped or changed, the risk may be eliminated or reduced.

For each hazard, consider the consequences if something happens. Consider what could reasonably happen (or actually happened if there was an incident).

1a. Determine the starting point where things may begin (or begin to) go wrong and consider the question "If this happens, what may happen next?".

1b. Think through the work process, task, activity or situation to identify what could go wrong. Note any hazards, risks and control measures identified as you go.

1.c Think about how each hazard may cause harm with consideration for the following:

- the effectiveness of existing controls and whether they control all types of harm
- how work is actually done, rather than relying on written manuals and procedures
- infrequent or abnormal situations, as well as how things are normally meant to occur
- what has gone occurred in the past in this situation

Step 2: Work out how severe the harm could be

"If this happens, what type of harm could occur?" What is the impact on health and safety?

For each hazard, estimate the severity of harm that could result from each hazard or risk.

2a. Think through each and consider the following questions:

- What type of harm could occur? For example muscular strain, injuries due to fatigue, psychological injury, burns, laceration.
- How severe is the harm? For example, could the hazard cause death, serious injuries, illness or only minor injuries requiring first aid
- What factors could influence the severity of harm that occurs? For example, the distance someone might fall, or the concentration of a substance shall determine the level of harm that is possible. The harm may occur immediately if something goes wrong (such as injury from a fall) or it may take time for it to become apparent (for example illness from long-term exposure or to excessive work demands)
- Do you need to use specific tools or processes to assess how severe the harm could be? For example, sending samples to a lab for testing or arranging noise exposure testing.
- How many people are exposed to the hazard and how many could be harmed in and outside the workplace? For example, a building collapse has the potential to injure a large number of people.
- Could one failure lead to other failures? For example, could the failure of your electrical supply make any control measures that rely on electricity ineffective?
- Could a small event escalate to a much larger event with more serious consequences? For example, a minor fire can get out of control in the presence of large amounts of combustible materials.

2b. Based on this information, choose the most suitable consequence from the table below:

Consequence Rating	General Impact (Severity) Description
Extreme	Potentially disastrous, may cause serious adverse impact such as death, or permanent disability and/or permanent ill health Extreme stress and an inability to perform work duties in the foreseeable future Significant non-compliance and prosecution, jail time and fines almost certain, registration in jeopardy
Major	Significant or multiple injury or ill health requiring hospital admission, or permanent partial disability Extreme stress and an inability to perform work duties in the foreseeable future Dangerous near miss or threat Significant non-compliance with prosecution but no jail time, a fine almost certain and conditions placed on registration
Moderate	Serious injury or ill health requiring medical or psychological treatment Significant stress and a noticeable reduction on ability to perform regular duties in the immediate future Lost injury time >10 days Regulatory improvement notice or directive
Minor	Minor (usually reversible) injury or ill health requiring first aid treatment Minor concern and some reduction in ability to perform regular work duties in the short term Lost injury time ≤10 days Voluntary compliance improvement plan
Insignificant	No injury sustained or no treatment required No concern or slight apprehension isolated to an event/situation and no impact on regular work duties No lost days to injury

Table 2b: Consequence Rating Table

Step 3: Work out the likelihood of harm occurring

"How likely is something to happen as a result of the hazard or risk?"

For each hazard, estimate the likelihood that someone will be harmed.

3a. Assess the likelihood or chance of the hazard or risk event occurring. Think through each hazard or risk and consider the following questions:

- How often is the task done? Does this make the harm more or less likely?
- How often are people near the hazard? How close do people get to it?

- Has it ever happened before, either at Ikon or somewhere else? How often?
- How long might people be exposed to the hazard?
- Could any changes increase the likelihood?
- Could the way people act affect the likelihood of a hazard causing harm?
- Do the differences between individuals make it more likely for harm to occur?

3b. Based on this information, choose the most suitable likelihood from the table below:

Likelihood Rating	Description
Almost Certain	Expected to happen in most circumstances Has occurred and is continuing to impact History of regular occurrence at Ikon Probability ≥90%
Likely	Will probably happen in most circumstances History of occurrence in the past 12 months at Ikon Probability 65-≤90%
Possible	Might happen at some time History of occurrence in the past 3 years at Ikon Probability 35-≤65%
Unlikely	Not expected but could happen at some time History of occurrence in the past 5 years at Ikon Probability 10-≤35%
Rare	May happen only in exceptional circumstances Has not yet occurred but event is known to occur Probability ≤10%

Table 3b: Likelihood Rating Table

Step 4: Calculate the risk level

"What is the level of risk?

4a. If the hazard or risk eventuates, what did you determine are the consequences or impact on work health, safety and wellbeing? Is the impact insignificant, minor, moderate, major or extreme? [refer to the Consequences Rating as an outcome of Step 2]

4b. What did you determine to be the likelihood or chance of the harm or risk occurring? Is the occurrence almost certain, likely, possible, unlikely or rare? [refer to the Likelihood Rating as an outcome of Step 3]

4c. Using the Health & Safety Risk Rating Matrix below, circle the level of risk where the Consequences Rating and Likelihood Rating intersect. The matrix determines whether the level of risk is considered low, medium, high or very high. This is the Risk Rating.

	CONSEQUENCE RATING				
LIKELIHOOD RATING	**Insignificant**	**Minor**	**Moderate**	**Major**	**Extreme**
Almost Certain	**Medium**	**High**	**Very High**	**Very High**	**Very High**
Likely	**Medium**	**Medium**	**High**	**Very High**	**Very High**
Possible	**Low**	**Medium**	**Medium**	**High**	**Very High**
Unlikely	**Low**	**Low**	**Medium**	**Medium**	**High**
Rare	**Low**	**Low**	**Low**	**Medium**	**Medium**

Table 4c: Risk Rating Matrix

Step 5: Prioritising treatment

Having determined the level of risk, the following table helps guide the priority of treatment.

Risk Rating	Escalation & Priority
Very High	Risk significantly exceeds risk tolerance and requires urgent and immediate action to actively manage risk. Notify the person undertaking the activity and a WHS Officer immediately. Corrective actions should be taken immediately. Cease the associated activity.
High	Risk exceeds acceptable risk tolerance and requires immediate management. Notify the person undertaking the activity and a WHS Officer immediately. Corrective actions should be taken within 48 hours of notification.
Moderate	Risk within threshold and requires active management. Notify a Nominated Health & Safety Representative or WHS Officer. WHS Officer to follow up that corrective action is taken within 7 days.
Low	Risk lies within an acceptable threshold and does not require active management. Notify a Nominated Health & Safety Representative or WHS Officer. WHS Officer to follow up that corrective action is taken within a reasonable time.

Table 5: Escalation of Findings Table

C. Risk Control

8.21 The most important step in managing hazards and risks involves eliminating them so far as is reasonably practicable, or if that is not reasonably practicable, minimising the risks so far as is reasonably practicable. This can be achieved using the Hierarchy of Risk Control.

8.22 There are many ways to control risks. Some control measures are more effective than others and so the risk assessment process shall consider various control options to choose the control that most effectively eliminates the hazard or minimises the risk in the circumstances. This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable.

8.23 Some problems can be fixed easily and should be done straight away, while others will need more effort and planning to resolve. Those requiring more effort should be prioritised as areas for action, focusing first on those hazards with the highest level of risk.

8.24 Those conducting the risk assessment should check if there are any Australian Standards or Codes of Practice which outline what controls are to be used, unless there is another solution which achieves the same or better standard of health, safety and wellbeing.

8.25 If an identified hazard does not meet legislative requirements, the work process, activity or task shall cease immediately, until modifications have been implemented to make the work legally compliant.

Hierarchy of Control Measures

8.26 The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest known as the Hierarchy of Control Measures (see Figure 1 below). The hierarchy of control measures can be applied in relation to any risk. The WHS Regulations make it mandatory for duty holders to work through this hierarchy when managing certain risks.

8.27 The most effective control is to eliminate the risk by eliminating the hazard. If this is not reasonably practicable, then minimise the risk by working through the other alternatives in the hierarchy. The lower levels in the hierarchy are less effective because controls that change the hazard or minimise exposure to the hazard can only minimise the risk.

8.28 The cost of controlling a risk may be considered in determining what is reasonably practicable but cannot be used as a reason for not actioning a control measure.

8.29 When a decision is made to use lower level control measures, reasons for not using higher levels of control shall be documented and retained with the risk assessment.

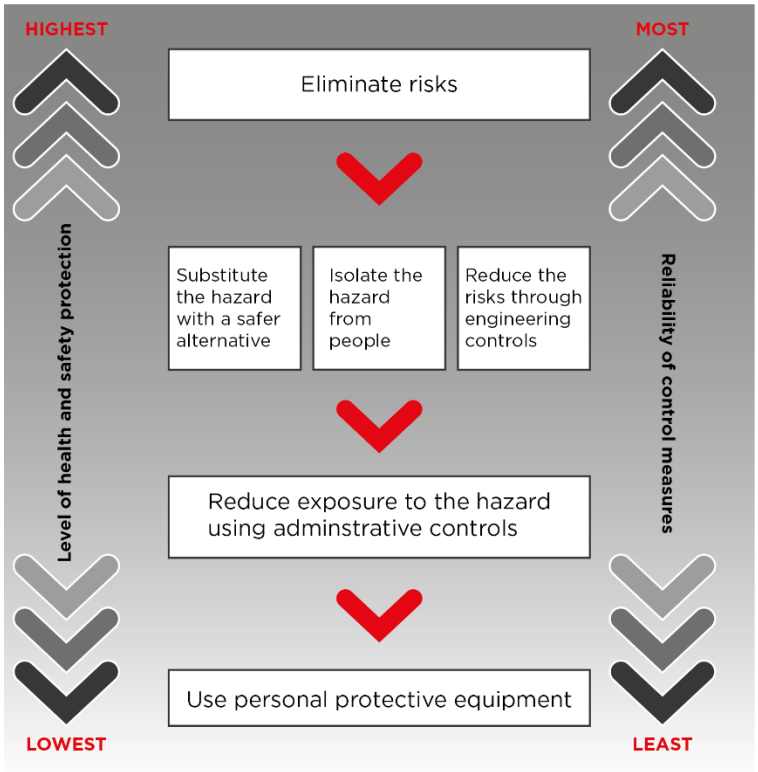

Figure 1: Hierarchy of Control Measures

Elimination

8.30 The most effective control measure involves eliminating the hazard and associated risk. The best way to do this is by, firstly, not introducing the hazard into the work or learning environment. For example, eliminate the risk of a fall from height by doing the work at ground level.

8.31 Risks can also be eliminated by removing an existing hazard, for example, by removing trip hazards on the floor, disposing of unwanted chemicals, or not working in an isolated or remote area.

8.32 It may not be reasonably practicable to eliminate a hazard if doing so means that the end product or service cannot be delivered or realised. If the hazard cannot be eliminated, then minimise as many of the risks associated with the hazard as reasonably practicable.

Substitution, Isolation and Engineering Controls

8.33 Where elimination of the hazard and associated risk is not reasonably practicable, substitution, isolation and engineering controls shall be considered.

8.34 If it is not reasonably practicable to eliminate the hazards and associated risks, minimise the risks using one or more of the following approaches, so far as is reasonably practicable:

- substitute the hazard with something safer
- isolate the hazard from people by physically separating the source of harm
- use engineering controls such as a mechanical device or process

Administrative Controls

8.35 If risks remain, they shall be minimised by implementing administrative controls, so far as is reasonably practicable. Administrative controls include work methods or procedures that are designed to minimise exposure to a hazard as well as the information, training and instruction needed to ensure workers can work safely.

8.36 Some administrative measures will be necessary to ensure substitution, isolation and engineering controls are implemented effectively, for example, following safe work procedures when using equipment.

Personal Protective Equipment

8.37 Any remaining risks shall be minimised with suitable personal protective equipment (PPE). For example, ear-muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly.

9. Evaluation, Monitoring and Review

9.1 Managing work health, safety and wellbeing risks is an ongoing process that needs attention over time, but particularly when any changes affect work activities or the workplace.

9.2 Once control measures are implemented, including any temporary measures, they shall be assessed, monitored and reviewed to ensure:

- they have been implemented correctly
- they are effective in controlling the risk
- they have not introduced any other hazards into the workplace
- workers, students and other persons are complying with them

9.3 WHS Regulations require control measures to be reviewed in the following circumstances:

- when the control measure is not effective in controlling the risk
- before a change is likely realise a new/different risk that the measure may not effectively control
- if a new hazard or risk is identified
- if the results of consultation indicate that a review is necessary, or
- if a health and safety representative requests a review

9.4 Control measures for high risks should be reviewed more frequently.

9.5 The review process shall be documented and retained.

10. Consultation, Consultation & Cooperation

10.1 Communication and consultation assist relevant stakeholders in understanding risk, the basis on which decisions are made and the reasons why particular actions are required.

10.2 While communication promotes awareness and understanding of risk, consultation collections feedback and information to support decision making. Together they bring expertise and different views to the risk assessment process, facilitates oversight and informed decision making and promotes inclusiveness and ownership of the risk.

10.3 Throughout the risk management process managers and supervisors shall consult, so far as is reasonably practicable, workers, health and safety representatives (where applicable) in the workplace and, where relevant, students who access the work premises or campus.

10.4 Managers shall also consult, co-operate and co-ordinate activities with other persons who have a shared responsibility for work health, safety and wellbeing.

10.5 Where workers and students are undertaking work or study at workplaces or other locations, such as placement, that are not under Ikon's direct control or management, managers and supervisors shall consult, and coordinate with parties who manage those workplaces to ensure, as far as is reasonably practicable, a safe workplace for those workers and students.

10.6 Communication and consultation with key stakeholders occur across the risk management process, however, management shall be the ultimate decision maker.

11. Records & Reporting

11.1 Safety risk management shall be recorded and reported via the Safety Assessment Register.

11.2 Information collected during the hazards identification and assessing, controlling and reviewing risks shall be recorded and maintained in the Safety Assessment Register.

11.3 Each risk assessment shall record the following information

- identified hazards, assessed risks and chosen risk control measures
- how and when the risk control measures were implemented, monitored and reviewed
- who was consulted?
- any relevant training required
- any plan of action

11.4 Each risk assessment shall be documented, the risk assessment form signed by a WHS Officer.

11.5 WHS Officers are responsible for recording and reporting on risks in the Safety Assessment Register. Where there are significant changes in risk, areas of risk outside risk tolerance levels or emerging risks, a cover report is to be presented to the Risk Management Committee outlining the risk event, context, controls, residual risk rating and proposed treatment plan.

11.6 The Chair of the Health, Safety & Wellbeing Management Committee shall report on the risk management process to the Board of Directors, as the governing body responsible for the management of risk across the institution.

11.7 Risk assessments shall be accessible to the relevant persons and shall be kept by Ikon in accordance with the records management procedure.

12. Publication

12.1 This policy shall be published in the staff policy library.

Policy Information & History

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Endorsed By	Health, Safety & Wellbeing Committee
Date of Approval	4 November 2021
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Next Review Date	November 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 Officer	CEO
Sources:	In developing the resolution framework, Ikon considered the following documents: Tertiary Education Quality and Standards Agency, *Guidance Note: Wellbeing and Safety* 2019 Work Health and Safety Act 2011 (Cth) Standards Australia, *Risk management: Guidelines* (AS ISO 31000:2018) Institute of Risk Management, *Standard Deviations: A Risk Practitioners Guide to ISO 31000: 2018* LexisNexis, *Risk Management: Ask the best questions*, Governance Institute of Australia 2018 National Risk Management Forum
Benchmarking:	External referencing activities were conducted against comparable providers and best practice using publicly available information, including Western Sydney University, University of Wollongong, Kaplan Business School, Charles Sturt University, Australia College of Applied Professions, Canberra Institute of Technology.