

Wellness, Health and Safety Policy (CC)

Colleges of Business and Technology (WA) Pty Ltd
 Trading as Curtin College, a member of Navitas Pty Limited
 CRICOS Provider Code: 02042G
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Document Name	Wellness, Health and Safety Policy (CC)
Brief Description	<p>Curtin College is committed to providing a healthy and safe workplace, eliminating or minimising any conditions or hazards that could result in work-related injury or ill health.</p> <p>The College will do all that is reasonably practicable to ensure healthy and safe working practices including ongoing awareness raising, active reporting of hazards and incidents, continuous learning from experience and consultative decision making processes in managing risks.</p>
Responsibility	College Director & Principal CC
Initial Issue Date	10/03/2010

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
11/5/2016	2.1	Removed procedures from Policy	College Director & Principal/Chief Warden
28/8/2019	2.2	Overview and Policy Principles updated and items 2.2 and 2.3 were added.	WHS Representative and College Leadership Team
9/11/2021	2.3	Document reviewed and minor updates made	WHS Representative and College Leadership Team
15/12/2023	3.0	Policy refresh and renamed Wellness, Health and Safety Policy	WHS Representative and College Leadership Team

Related Documents

Name	Location
Critical Incident Management Process	College website
Health & Safety Guidelines	College website
Incident Management Contacts	Shared Drive
Incident Investigation Form	Navitas SharePoint
Curtin University Health and Safety Policy	Curtin University website
Navitas Wellness, Health and Safety Policy	Navitas SharePoint
Navitas Health and Safety Incident Management and Reporting Procedure	Navitas SharePoint
Navitas Hazard Reporting and Workplace Inspection Procedure	Navitas SharePoint

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1 Purpose and Scope

1.1 Introduction

This Wellness Health and Safety Policy ("Policy") sets out the College's approach in relation to the management of Wellness, Health & Safety.

Health and safety is the responsibility of everyone and all employees, students, contractors and visitors play an important role in contributing to a healthy and safe workplace.

1.2 Purpose

To provide a healthy and safe workplace for all staff, students and visitors. This Policy is designed to ensure the promotion of wellness and confirm the health and safety for everyone who works, learns or visits with us.

1.3 Scope

This Policy outlines the scope, commitment and responsibilities of the College with respect to providing, maintaining and continuously improving, so far as is reasonably practicable, a safe and healthy working and learning environment for staff, students and the College community, including:

- a) Emergency evacuation and/or response(s);
- b) accident, Incident and injury response; and
- c) Hazard identification, reporting and resolution (*Refer Curtin College's Health and Safety Guidelines*).

2 Principles

2.1 As part of the Navitas Group and a member of the Curtin University Community the College is committed to:

- A culture that promotes workplace respect where bullying will not be tolerated this value is expressed as; *We show respect by celebrating, valuing and caring for people and the environment.*

2.2 The College will:

- Establish annual objectives and targets delivered through the College's Wellness, Health and Safety (WHS) Action Plan.
- Promote an organisational culture that adopts health and safety as an integral component of its management philosophy.
- Review and improve our health and safety performance by review of quarterly Wellness, Health and Safety Action Plan.
- Effective and early rehabilitation and recovery at work programs
- Proactive and robust risk management programs to eliminate or control workplace hazards
- Communicate and cooperate with staff on health and safety matters concerning them to create appropriate and practical solutions.
- Ensure compliance with relevant legislation.
- Provide appropriate health and safety training promoting awareness & communicating information on wellness, health & safety.
- Ensure prompt reporting and investigation of incidents, injuries, and unsafe conditions, with a view to implement controls to minimise a recurrence.

3 Responsibilities

3.1 The College Director and Principal, as Policy owner, has overall responsibility for:

- a) the content of this Policy and its operation, in consultation with the Wellness, Health and Safety Committee and the College's Health and Safety Representative.
- b) promoting WHS awareness and facilitating training and testing.

3.2 College Leadership Team members have a strategic and operational responsibility to:

- a) ensure that the requirements of this policy and associated Procedures are implemented in their areas of responsibility;
- b) provide the resources required for the development and ongoing management of all aspects of these Wellness, Health and Safety;
- c) ensure that the requirements of this Policy and associated Procedures are monitored and reviewed.

3.3 The Wellness, Health and Safety Committee is responsible for:

- a) supporting the College Director and Principal in the creation, maintenance and monitoring of the College's WHS response;
- b) implementing, reviewing and amending the Wellness, Health and Safety Procedures and supporting documentation as appropriate.
- c) ensuring that identified College Staff members are WHS trained, including First Aid, Mental Health First Aid and Emergency response (Fire Wardens, Building Warden) and the elected Health and Safety (HS) Representatives have completed the required training;
- e) taking a systematic and consistent approach to the identification, reporting and resolution of Health and Safety Hazards to prevent harm; and
- f) WHS reporting to the College Leadership Team, Governing Body, Navitas and Curtin university.

3.4 All Staff, Students and visitors are required to:

- a) comply with the content of this Policy and to seek guidance in the event of uncertainty as to their application;
- b) familiarise themselves with the Colleges WHS Framework, Emergency procedures and the location of the College's Assembly Areas;
- c) cooperate with Wardens during an Emergency and not leave the campus following an Emergency evacuation unless specifically authorised to do so; and
- d) actively take part in awareness and training sessions, which includes fire drills as required.

3.5 Teaching Staff are responsible for:

- a) all of the actions noted in Clause 3.4 above; and
- b) inducting and reminding students of the emergency evacuations procedure at the beginning of each study period.

3.6 The Quality and Compliance Manager is responsible for supporting the College Director and Principal with WHS reporting and monitoring, in consultation with the WHS Committee and the Health and Safety Representative(s).

3.7 Each person on campus or conducting College work is responsible for meeting their duty of care under the [Work Health and Safety Act 2020](#) and in doing so meet the intent of this Policy.

4 Compliance

4.1 General

- This policy is available on the Curtin College website.
- This policy and related procedures will be communicated to staff via email and/or at staff information sessions.

4.2 Relevant Legislation

- The College Director and Principal at the College will ensure that staff are aware of all relevant legislation as noted below:
 - Work Health and Safety Act (2020)
- Awareness is managed through staff meetings and training sessions in the wake of regulatory change and expectations.

5 Definitions

Common defined terms are located in the [Glossary of Terms](#) document. Any defined terms below are specific to this document.

6 Review

This Policy will be reviewed every two years if there are changes to legislation, regulation and/or standards for health and safety, which impact the purpose, scope or objectives of this policy.

7 Records Management

All records in relation to this document will be managed as follows:

- The Wellness Health & Safety Policy will be available on the College's website.
- The Navitas Wellness Health & Safety Policy will be available to all staff on the Navitas intranet site.
- Records of consultation will be maintained by the Head of Group HR and stored electronically within the Wellness, Health & Safety folders or as minutes for the relevant teams and/or committees.
- Managers shall keep records of induction, awareness or training sessions provided to employees on this policy.

Record type	Owner	Location	Retention	Disposal
Policy	College Director and Principal	Policy HUB, Shared Drive and College website	The version is permanent until review and archived	Archived in the Policy HUB