

1. Purpose

Australian School of Accounting (ASA) is committed to providing a healthy and safe environment for its staff, students and visitors. This Policy provides direction for all staff, students and visitors, to ensure that ASA fulfils its obligations as required by the Work Health and Safety laws and regulations and to protect the workplace and learning environment from harmful or adverse incidents.

2. Principles

ASA is committed to ensuring a safe and healthy workplace for its staff, students and visitors and any other individuals who may interact with the School. This commitment recognises that every person involved with ASA is responsible for complying with this Policy and the legislation and regulations on which it is based.

This Policy cannot be overruled or countermanded by any person, no matter what position they may hold in the ASA or the community in which it operates.

At all times, ASA will:

- ensure that, as far as possible, staff, students, contractors, visitors, and other persons are not exposed to preventable risks to their health and safety; and
- ensure that all staff, students and visitors comply with the *Work Health and Safety Act 2011 (NSW)*, its associated Work Safety Regulation, and the relevant Codes of Practice.

3. Scope

This Policy applies to all staff (whether full-time, part-time or temporary), students, representatives, contractors and visitors to ASA.

4. Definition

Term	Definition
Work Health and Safety (WHS)	The discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks.

5. Policy

ASA is fully committed to best practice with regard to work health and safety. This commitment includes, but is not limited to:

- ensuring all relevant statutory legislation, regulations, standards and codes of practice are adhered to, and that all staff are aware of their existence and understand what they mean;
- ensuring all relevant policies and procedures, as well as induction and on-the-job training, incorporate a work health and safety component;
- ensuring work health and safety practices and responsibilities are clearly communicated and understood; and
- that a culture of work health and safety is supported and promoted through governance and management structures.

5.1 Responsibilities of Management

ASA acknowledges that, while the elimination or minimising of work health and safety issues requires input from all stakeholders, management has the primary legal responsibility for the health and safety of all workers. Areas within the jurisdiction of managerial responsibility include, but are not limited to:

- compliance with statutory legislation, regulation, and associated codes of practice;
- developing, maintaining and integrating policies and procedures which provide a framework for managing the work health and safety environment;
- facilities, equipment, systems, infrastructure, and study/work environments;
- information, instruction, training and supervision;
- appointment of a designated safety officer; first aid officers and emergency fire wardens;
- emergency planning and first aid;
- communicating local responsibilities;
- identifying potential or actual hazards and risks and implementing appropriate control measures;
- ensure mental health issues are covered specifically as an important workplace health and safety issue (see section titled mental health later in this document for further clarification); and
- having in place appropriate insurances including workers' compensation insurance.

In addition, management is required to demonstrate a proactive and consultative approach to existing issues and/or conditions which may be unsafe and unhealthy.

5.2 Responsibilities of Individuals

Staff members, students, and contractors of ASA are responsible for the following:

- complying with ASA's health and safety directives as set out in relevant policies and procedures;
- undertaking any work health and safety training or induction provided;

- ensuring that their own health and safety and that of others is in no way compromised by their actions or omissions; and reporting any perceived or actual threat to work health and safety and taking appropriate action to eliminate or reduce the hazard if possible.

5.3 Reporting

A report on work safety incidents, including any actions taken, will be prepared quarterly by the Principal or his or her representative.

5.4 Mental Health

Mental health issues consist of a broad spectrum of experiences that the average person encounters in their lifetime, as they are affected by biological, psychological, social, cultural and historical factors, which in turn impact the thoughts, emotions and behaviour of an individual in response to life's situations. Common conditions for students and staff are:

- anxiety
- depression
- grief-related stress

Some other typical mental health concerns faced by staff or students include (but are not limited to):

- social withdrawal
- panic attacks
- suicidal thoughts
- domestic violence
- internet or gaming addiction
- substance abuse

ASA is committed to facilitating positive mental health and wellbeing by providing a safe, healthy and supportive environment.

ASA will promote positive mental health and respond to the needs of staff and students requiring assistance in this area by:

- promoting understanding, recognition and prevention of mental health issues by incorporating awareness, education and training;
- providing staff or students experiencing mental health challenges with access to internal support services and referral to external services when required; and
- providing training and guidance to staff and students for appropriate responses to those experiencing mental health difficulties.

6. Related Documents

Student Consultation and Well Being Policy
Work Health and Safety Act 2011 (NSW)
Work Health and Safety Regulation 2017 (NSW)
Codes of Practice (NSW)

7. Relevant Legislation

Higher Education Standards Framework (Threshold Standards) 2021
Work Health and Safety Act 2011 (NSW)
Work Health and Safety Regulation 2017 (NSW)
Codes of Practice (NSW)

8. Version Control

Document		Work Health and Safety Policy			
Approved by		Board of Directors		Date: 09 March 2022	
		Next review; Annually and at any other time necessary to reflect changes in law or regulation or the operating environment.			2023
Version #	3.0	Replaces Version #	2.1-2.3	Update to Mental Health BoD approval	
	2.1		2.0	Update tot TEQSA standards	
	2.0		1.2	Board of Directors approval	
	1.2		1.1	Governance restructure	
	1.1		1.0	Style review	
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