



## WORKPLACE HEALTH & SAFETY POLICY AND PROCEDURES

<b>Policy Statement</b>	Kent Institute Australia (Kent) believes that the provision of a safe working and learning environment for everyone at its workplaces is an integral and essential part of its responsibilities as a dual sector education provider.
<b>Responsibility for Implementation</b>	Chief Executive Officer (CEO), Executive Manager Risk & Compliance/Governing Board Secretary, Executive Managers, Unit Managers
<b>Compliance and Monitoring</b>	Governing Board Audit & Risk Management Committee Executive Manager Risk & Compliance/Governing Board Secretary

### Purpose

Through the active implementation of and compliance with this policy, all Kent's officers (as defined in the *Work Health and Safety Act 2011 (NSW)* (WHS Act), workers (as defined in the WHS Act), students and visitors to Kent will contribute to a healthy and safe workplace at Kent.

*Work Health and Safety Act 2011 (July 2018 Rev.):* <https://www.legislation.gov.au/Details/C2018C00293>

### Scope

All workers, who participate in Kent's business operations and activities students, and visitors to Kent.

### Aim

Kent is committed to providing a safe and healthy workplace for its workers, students and visitors. This policy sets out the overarching principles of Kent's commitment to, so far as is reasonably practicable, ensure the health and safety of Kent workers and other people such as visitors to Kent and Kent students while they are in the Kent workplace.

This policy also clearly defines roles and responsibilities of all levels of Kent management.

### Procedure

In accordance with this policy, in the jurisdictions in which it operates, Kent will:

- comply with its duties and obligations under the applicable work, health and safety (WHS) legislation, codes of practice, recognised industry standards
- implement arrangements for consultation about health and safety matters with workers
- implement a WHS Management System based on risk management processes to ensure a systematic process is adopted to identify workplace hazards, to eliminate them to the extent reasonably practicable, and to minimise and control hazards where they cannot be eliminated.
- provide WHS training to all levels of management and operations to foster a positive and pro-active organisation wide health and safety culture
- adopt "Zero Tolerance" with respect to bullying, sexual harassment and unlawful discrimination at Kent

## 1.0 Work Health & Safety Roles and Responsibilities

In accordance with the applicable work health and safety legislation, Kent is a 'person conducting a business or undertaking' (PCBU), and as such has a primary duty of care to ensure the health and safety of employees while they are working or conducting business for Kent and to ensure that employees' health and safety is not put at risk from work carried out as part of the conduct of the business or undertaking.

Kent must meet its obligations, so far as is reasonably practicable, to provide a safe and healthy workplace for employees or other persons by ensuring:

- safe systems of work
- a safe work environment
- provision and safe use of plant, structures and substances
- facilities for the welfare of workers are adequate
- notification and recording of workplace incidents
- adequate information, training, instruction and supervision is provided
- provision of any information and or instruction to ensure staff work in a safe manner
- effective systems are in place for monitoring the health of workers and workplace conditions.

Kent must also have meaningful and open consultation about work, health and safety with its workers, health and WHS Committee ([Kent Website MyKent Staff Link\Corporate\Governance Committees\WHS Committee](#)).>DOC – WHS Terms of Reference – Staff Login Required. Kent must consult, cooperate and coordinate with other PCBUs with whom they share duties.

## 2.0 Governing Board Members, CEO and Executive Managers

Kent officers have a duty to exercise due diligence to ensure Kent fulfils its health and safety obligations. The exercise of due diligence requires Kent officers to:

- acquire and keep up to date knowledge of work health and safety matters
- gain an understanding of the operations of the business and the hazards and risks involved
- ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
- confirm information regarding incidents, hazards and risks is received and the information is responded to in a timely way
- ensure Kent has, and implements, processes for complying with any legal duty or obligation
- make certain processes are verified, monitored and reviewed

## 3.0 First Aid

Kent will provide first aid equipment for each workplace and ensure that each Kent worker at each workplace has access to the equipment, and access to facilities for the administration of first aid in compliance with the First Aid Policy & Procedures (Kent Website [MyKent Public Link](#)> *POLICY – First Aid Policy & Procedures – Public Login 'public@kent.edu.au' and enter Password 'AccessKent!'*).

Kent will ensure that an adequate number of Kent workers are trained to administer first aid at each workplace, or that Kent workers have access to an adequate number of other persons who have been trained to administer first aid.

Kent's First Aiders must:

- Ensure their first aid qualifications and training are up to date

- Check first aid kits and equipment in their areas of responsibility to ensure they are appropriately stocked
- Ensure injuries and the administration of first aid treatment is recorded via Kent hazard and incident reporting procedures
- Assist with emergency coordination
- Assist with the promotion of Kent procedures in relation to reporting and recording incidents

#### 4.0 Workers

While at work Kent workers are responsible for:

- taking reasonable care for his or her own health and safety
- taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- complying with any reasonable instruction that is given by Kent to allow Kent to comply with the applicable work health and safety legislation
- be familiar with emergency and evacuation procedures, and
- co-operate with any reasonable policy or procedure of Kent relating to health or safety at the workplace that has been notified to workers.

#### 5.0 Students and Visitors

Students and other visitors to Kent must:

- take reasonable care for their own health and safety, and
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons, and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by Kent to allow Kent to comply with the applicable WHS legislation.

#### 6.0 Reporting

The Executive Manager Risk & Compliance/Governing Board Secretary will report to each meeting of the Audit and Risk Management Committee on work health and safety matters.

#### 7.0 Records Management

All records relevant to this document are to be maintained in Kent's document management system.

<b>Document Title:</b> Workplace Health & Safety Policy and Procedures	
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<b>Due Date for Review:</b> July, 2021	<b>Website Access Permission:</b> Public
<b>Date Updated:</b> 16 <sup>th</sup> May, 2016 30 <sup>th</sup> May, 2017 – no amendments required. 11 <sup>th</sup> April, 2018 – 12 month review – minor amendments remove reference to Finance Director reference. 23 <sup>rd</sup> November, 2018 – review – no amendments  14 <sup>th</sup> January, 2020  15 <sup>th</sup> May, 2020 (	<b>Reviewed By:</b> Executive Manager Risk & Compliance Executive Manager Risk & Compliance  Manager Risk & Compliance/GB Secretary Executive Manager IT & Facilities (WHS Committee Convenor) Executive Manager IT & Facilities (WHS Committee Convenor Executive Manager IT & Facilities (WHS Committee Convenor
<b>Version Control Update (Current):</b> Version 1 – 25 May 2015 Version 2 – 16 <sup>th</sup> May, 2016 Version 3 – 14 <sup>th</sup> January, 2020	<b>Endorsed By:</b> Governing Board <b>Meeting Date:</b> <b>V1</b> 17 <sup>th</sup> June, 2015 <b>V2</b> 8 <sup>th</sup> June, 2016  <b>CEO</b> – 20 <sup>th</sup> December, 2018 <b>Executive Chair</b> – 14 <sup>th</sup> January, 2020 CEO – 15 <sup>th</sup> May, 2020
<b>AMENDMENTS:</b> <b>14/01/2020</b> – 12 month review and minor additions for inclusion of <i>BMS\Sharepoint</i> Hyperlinks to Kent documents. <b>15/05/2020</b> –12 month review – update Kent position titles. and added link to <i>Work Health and Safety Act 2011</i> (July 2018 Rev.)	