



Facilities and Safety Provision Policy

1. Purpose

- 1.1 To maintain the highest practicable standard of work health and safety for Western Sydney University International College (WSUIC) to facilitate its compliance with the New South Wales Work Health and Safety Act 2011 (WHS Act), the New South Wales Work Health and Safety Regulation 2017 and associated regulations, standards and codes of practice for ensuring work health and safety.
- 1.2 To provide clear guidelines for all WSUIC staff, students and visitors in relation to meeting their legal obligations.

2. Scope

This policy applies to all WSUIC campus sites.

3. Definitions

N/A

4. Policy Statement

- 4.1 WSUIC provides a safe and healthy environment for staff, students, visitors, contractors, related entities and other individuals or external organisations which may be affected by its operations. This commitment recognises that every person has the right to a safe and healthy working environment and that each individual has a prime responsibility to co-operate in the preservation and improvement of all WSUIC work health and safety measures.
- 4.2 The prevention of injury or ill-health to all individuals is foremost in conducting its activities. Therefore, all legislative requirements are met to maintain a position of excellence through a systematic and preventative approach in handling the workplace health, safety and welfare issues affecting its activities.
- 4.3 WSUIC will ensure the health and safety at work of their workers, as well as students, contractors, visitors and others. The implementation of this policy as read in conjunction with WSUIC Critical Incident Management Plan includes:
 - the provision and maintenance of a work environment without risks to health and safety;



- the provision and maintenance of safe plant and structures as well as safe systems of work;
- the safe use, handling and storage of plant, substances and structures;
- the provision of adequate facilities including ensuring access to those facilities;
- the provision of any information, training, instruction or supervision necessary to protect all persons from risks to their health and safety;
- that the health of workers and the conditions at the workplace are monitored to prevent illness or injury arising in the workplace.

4.4 Staff, students and visitors have an obligation:

- to follow safe work practices;
- not to act in a manner so as to cause harm to people or property;
- to report hazards; and
- not to misuse anything provided in the interests of safety.

5. Quality and Compliance

This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.

This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access. Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.

New staff will receive policy information during the induction process where it relates to their position.

6. Related Forms and Documents

- WSUIC WHS Action Plan
- Workplace Inspection Checklist

7. Related Policies, Procedures, Guidelines and Legislation

- New South Wales Work Health and Safety Act 2011 (WHS Act)
- New South Wales Work Health and Safety Regulation 2017



Approval and Amendment History

Approval Authority:	Western Sydney University International College Board of Directors
Policy Owners:	Executive
Approval Date:	15 September 2022
Date for Next Review:	15 September 2024

Amendments		
Revision Date	Version	Summary of changes
21/10/2016	1.0	<ul style="list-style-type: none"> • New Policy Developed and Implemented
15/08/2017	1.1	<ul style="list-style-type: none"> • Legislation has been updated • Minor typos fixed
29/09/2020	1.2	<ul style="list-style-type: none"> • Addition of Clause 4.4: Staff, Students and visitors 's obligations • Replacement of Western Sydney University International College with WSUIC, throughout the document. • Removal of Appendix A.
15/09/2022	1.3	<ul style="list-style-type: none"> • Legislation has been updated • Minor typos fixed