



## 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 is committed to providing a safe and healthy environment for staff, students, visitors, contractors and related entities. This commitment recognises that every person has the right to a safe and healthy working environment and that everyone 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 is foremost in conducting WSUIC's activities. Therefore, all legislative requirements must be met to maintain a position of excellence through a systematic and preventative approach to handling workplace health, safety and welfare issues affecting WSUIC's activities.
- 4.3 The implementation of this policy as read in conjunction with the WSUIC Critical Incident Management Plan includes:
  - the provision and maintenance of a work environment that is without risk to health and safety;



- the provision, maintenance and access to safe facilities and systems;
- the provision of any information, training, instruction or supervision necessary to protect all persons from risks to their health and safety;
- monitoring the health of workers and the conditions at the workplace to prevent illness or injury.

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 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**

<b>Approval Authority:</b>	Western Sydney University International College Board of Directors
<b>Policy Owners:</b>	Executive Management Committee
<b>Approval Date:</b>	21 October 2016
<b>Date for Next Review:</b>	12 December 2026

<b>Amendments</b>		
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
21/10/2016	1.0	<ul style="list-style-type: none"> <li>• New Policy Developed and Implemented</li> </ul>
15/08/2017	1.1	<ul style="list-style-type: none"> <li>• Legislation has been updated</li> <li>• Minor typos fixed</li> </ul>
29/09/2020	1.2	<ul style="list-style-type: none"> <li>• Addition of Clause 4.4: Staff, Students and visitors 's obligations</li> <li>• Replacement of Western Sydney University International College with WSUIC, throughout the document.</li> <li>• Removal of Appendix A.</li> </ul>
15/09/2022	1.3	<ul style="list-style-type: none"> <li>• Legislation has been updated</li> <li>• Minor typos fixed</li> </ul>
12/12/2024	1.4	<ul style="list-style-type: none"> <li>• Minor changes to language to enhance clarity, conciseness, and grammatical accuracy</li> </ul>