



Wellness, Health and Safety Policy

1. Purpose

Western Sydney University International College (WSUIC) is committed to promoting wellness and ensuring the health and safety for everyone who works, learns or visits.

2. Scope

This policy applies to all students, visitors and staff engaged by WSUIC.

3. Definitions

“Executive Management”

The senior management team of WSUIC is comprised of the College Director and Principal, Director-Marketing and Admissions, Academic Director, and the Director of Quality and Student Administration.

‘WSUIC’

Refers to Western Sydney University International College

‘WHS’

Refers to wellness, health and safety

4. Policy Statement

4.1 WSUIC’s vision for WHS is based on:

- a) protecting and enhancing health and wellness;
- b) showing respect by celebrating, valuing and caring for people and their environment.

In achieving this vision and living this value, WSUIC will strive to continually improve WHS systems and performance through a pro-active, inquisitive, consultative approach focussed on the following objectives;

- a) preventing accidents, injuries and illness on campus;
- b) minimisation and/or elimination of workplace hazards;
- c) promoting and enhancing physical and psychological health and wellness;
- d) measuring, monitoring and reporting progress against performance targets;



- e) meeting legislative compliance, which is considered the minimum standard for WSUIC and striving to achieve the highest practicable performance;

4.2 These objectives will be achieved through:

- a) promoting a culture of active, visible leadership and shared ownership;
- b) establishing annual objectives and targets;
- c) providing and using appropriate resources to support the achievement of its objectives and performance targets;
- d) an effective health and safety management system that is regularly monitored and reviewed;
- e) effective and early rehabilitation and return to work programs;
- f) proactive and robust risk management strategies to eliminate or control workplace hazards;
- g) effectively consulting with its people on decisions that may affect their WHS;
- h) training, promoting awareness and communicating information on WHS;
- i) prompt reporting, investigation and management of incidents, injuries, and unsafe conditions with a view to implement controls to minimise negative impacts of the incident and the risk of recurrence;
- j) selecting suppliers, contractors and business partners with consideration of their health and safety commitment, systems and performance;
- k) monitoring and ongoing review of the WHS Action Plan;

5. Responsibilities

5.1 WSUIC takes wellness, health and safety obligations seriously whilst also recognising that achieving objectives can only be accomplished through shared responsibility.

5.2 **The Risk and Compliance Committee** is responsible for endorsing this Policy and the Wellness Health and Safety Management System and providing monitoring and oversight to ensure that the Policy objectives are being achieved. A report will be prepared by the College Director and Principal that is presented at each Risk and Compliance Committee meeting. The Risk and Compliance Committee also reviews the WHS Action Plan at each meeting.

5.3 **Executive Management** is responsible for achieving the Policy objectives and demonstrating their commitment to the Policy ensuring awareness and the responsibilities are cascaded through their teams. Furthermore, they are responsible for ensuring that all employees,



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students and visitors are aware of this policy. Executive Management is responsible for quarterly review of WHS Action Plan.

Executive Management is responsible for identifying changes that may require the Policy to be reviewed, ensuring the Policy meets the requirements of relevant standards and legislation and that proposed changes are discussed and reviewed prior to approval.

- 5.4 **Staff** are responsible for being aware of and complying with this Policy including actively participating in processes for identifying, preventing and correcting any conditions or practices that may cause harm to themselves or others.

6. Records

- 6.1 The Wellness Health and Safety Policy will be available to all WSUIC students, staff and visitors on Share drive and the WSUIC website
- 6.2 WSUIC Department Managers shall keep records of induction, awareness or training sessions provided to employees on this Policy.
- 6.3 Incidents and hazards will be reported and recorded through DoneSafe reporting platform. Workplace Inspection Checklist will also be completed through DoneSafe.
- 6.3 Records will be retained in accordance with regulatory record keeping and archiving requirements.

7. Quality and Compliance

- 7.1 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.
- 7.2 This policy will be available on the WSUIC website for students and the WSUIC Share drive site for staff access.
- 7.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 7.4 New staff will receive policy information during the induction process where it relates to their position.

8. Related Forms and Documents

- WSUIC WHS Action Plan
- DoneSafe reporting platform incorporating Workplace Inspection Checklist and Incident Reporting
- WSU Incident Report Form



9. Related Policies, Procedures, Guidelines and Legislation

- POL 15 WSUIC First Aid Policy
- POL 32 WSUIC Risk Management Policy
- POL 11 WSUIC Critical Incident Policy
- POL 21 WSUIC Staff Code of Conduct
- POL 19 WSUIC Acceptable Behaviour Policy
- Navitas Wellness, Health & Safety Group Standards
- WSU Health Safety and Wellbeing Policy
- Western Sydney University Work Health and Safety procedures and systems
- Higher Education Standards Framework Domain 2: Learning Environment
- TEQSA Guidance Note: Wellbeing and Safety
- Work Health and Safety Act 2011(NSW)

Approval and Amendment History

Approval Authority:	Western Sydney University International College Board of Directors
Policy Owners:	Executive
Approval Date:	21 October 2016
Date for Next Review:	11 th April 2025

Amendments		
Revision Date	Version	Summary of changes
21/10/2016	1.0	New Policy Developed and Implemented
21/11/2016	1.1	Re-formatting of policy to reflect other WSUIC policy documents; addition of Scope, Definitions and Related Policies, Procedures, Guidelines and Legislation Clauses and renumbering of clauses to reflect these additions; addition of Executive Management to definitions, addition of listings of related policies in Cl 9.



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28/2/2017	1.2	Clause 8 ; Addition of “Navitas” to more clearly define location of documents Clause 9. Add Policy numbers to WSUIC referenced policies; Addition of link to new WSU Sexual Offences (Staff Response) Procedures document
23/8/2019	1.3	<ul style="list-style-type: none"> • Re-formatting of Policy to comply with POL 52 Policy and Rule development and Review Policy • Added WSUIC and WHS in definitions • Added WHS Action Plan in clause 4.2 • Added reference to Navitas Tickit Risk and Incident Register and WSUIC website in clause 6 • Rewording of definition of ‘Executive Management’ to include composition • In ‘related forms and documents’ added: WHS Action Plan, Internal Audit and Workplace Inspection Schedule, Workplace Inspections Checklist, Issues and Corrective Actions Register, Navitas Tickit Risk and Incident Register, WSUIC/Navitas Incident Report Form • In ‘related policies’ included: Critical Incident Policy, Staff Code of Conduct, Acceptable Behaviour Policy, WSU WHS procedures & systems (link to page)
26/03/2021	2.0	Inclusion of review of WHS Action Plan in Clause 5.2 and 5.3
14/04/2023	2.0	Minor re-wording of titles, and minor grammatical changes
7/05/2024	2.1	<ul style="list-style-type: none"> • Addition of DoneSafe reporting platform in clause 6.3 • Addition of Work Health and Safety Act 2011(NSW)