
National Academy of Professional Studies (NAPS)

Workplace Health and Safety Policy

Related Documents	Critical Incident Policy Anti-Discrimination Policy Employee Handbook; Student Handbook Continuous Improvement Register WHS Register and Register of Injuries Working from Home Policy Facilities Policy
HE Standards Framework 2021 NSW Laws Regarding Workplace Health and Safety All relevant Codes of Conduct, including recent amendments regarding employer's duties in relation to psychosocial health.	Part A 2: Learning Environment 2.3 Wellbeing and Safety 3.2 Staffing 3.3 Learning Resources and Educational Support 5. Institutional Quality Assurance 6. Governance 7. Representation, Information, and Information Management

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1. Policy Rationale

The National Academy of Professional Studies (NAPS) aims to build a culture that encourages everyone in the workplace to take responsibility for maintaining a safe and healthy work environment, including psychosocial health. NAPS and its management are required to comply with workplace health and safety (WHS) laws and require workplace participants to assist NAPS to meet its obligations. The purpose of this policy is to outline guidelines to assist staff and students at NAPS to ensure workplace health and safety.

WHS policy and practices are included in the Induction Program for all employees.

2. Overview and Application

This policy applies to all NAPS students, employees, agents, board members and contractors (including sub-contractors and temporary contractors), collectively referred to in this document as ‘workplace participants.’

It outlines who is responsible for which procedures; however, it is important to note that all workplace participants, agents, contractors, and students have the responsibility to inform their manager or HR Office as soon as possible if they are aware of any potential workplace and/or personal hazards. All NAPS participants are required to comply with this policy; failure to do so may incur appropriate disciplinary or other administrative or legal action.

3. Roles and Responsibilities

NAPS’ Role and Responsibilities

Under the NSW *Work Health and Safety Act 2012*, and the [Work Health and Safety Regulation 2017](#), NAPS must ensure, so far as is reasonably practicable:

- the provision and maintenance of a work and learning environment without risks to health and safety; and the provision and maintenance of safe plant and structures;
- The creation of a culture and system that meets NAPS’ obligations in relation to the psychosocial health and safety of its employees, students and others for whom we have a legal responsibility in relation to psychosocial hazards;
- the provision and maintenance of safe systems of work and safe learning environment for students;
- the safe use, handling and storage of plant, structures and substances;
- the provision of adequate facilities for the welfare of workers, students and others in carrying out work for the business or undertaking, including ensuring access to those facilities;
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and

- that the health of workers, students and others and the conditions at the workplace are monitored by the HR Manager for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

This policy and the various WHS procedures and codes which exist from time to time are designed to ensure that workplace participants, students and other members of the NAPS community and public are not exposed to risks to their health or safety.

Roles and Responsibilities

While at NAPS, staff, students, agents and others should:

- take reasonable care for his or her own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as the one is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to enable the person to comply with this Act;
- co-operate with any reasonable policy or procedure of the Academy or its representatives in relation to health or safety at the workplace.

See [Appendix A](#) for a table of the roles and responsibilities and Appendix B regarding the NSW Psycho-social Code of Practice

4. Procedure

1. Risk Identification

It is the responsibility of all workplace participants to inform their supervisor or the Human Resources (HR) department of potential workplace and/or personal hazards as soon as possible.

2. Risk Assessment

An assessment will be made, and action will be taken on all identified and reported risks. The HR department will assess risk and identify measures to control/eliminate the risk. If the risk is not significant, an assessment and recommendation will be recorded and raised in a management meeting.

3. Addressing the risk

In emergency situations where the risk to health and safety is high, HR should act immediately to address the situation and take appropriate action. As soon as practicable in the circumstances, the HR department will, in consultation with the President, senior management, and relevant government agencies, design an

action plan to control or minimise identified risks. The HR department may at its discretion assign workplace participants tasks and/or additional responsibilities to minimise and/or eliminate risk.

The risk will be monitored at regular intervals to ensure the safety of workplace participants.

Premises and Equipment Safety Checks

The HR department will conduct a safety check of all premises, as required. In the case of new premises, a check will be undertaken prior to signing any agreement for its use.

A formal report and recommendations on the checks will be supplied to the President and the CEO, who will consider the recommendations, seek whatever additional information may be required and authorise action or provide reasons for not proceeding with any of the recommendations at the next staff meeting.

A Continuous Improvement Request may be raised and the measures taken will be recorded on the WHS Register.

First Aid

First Aid kits are readily accessible on NAPS premises. In the event of injuries, the designated First Aid Officer should be notified as soon as practicable.

Injuries will be reported to WorkCover (NSW Workers Compensation Scheme) wherever necessary.

A Register of Injuries will be maintained.

The contents of all First Aid kits will be checked and replenished (where necessary) each month by the Facilities Manager.

Fire Safety

NAPS will observe all relevant fire safety requirements. Firefighting equipment will be checked every six months and a fire drill will be held annually or more often if required.

The HR department and trained Fire Wardens will oversee the compliance of fire safety requirements at all times.

5. Reporting Requirements

Reporting serious accidents (death or serious injury/illness)

Please refer to Critical Incident Policy.

Reporting Other Occurrences

A person incurring an injury or serious illness should inform the designated First Aid person, HR department or their supervising manager for access to the First Aid kit or another course of action.

The HR department will, if the situation warrants it, arrange for the person to be sent to the Emergency Department of the hospital or call for a doctor. Other action will depend on the circumstances of the case.

The HR department will enter the particulars on the Injury and Incident Report Form of the incident and the action taken.

The President will notify NAPS' relevant insurer of the circumstances within 48 hours of the occurrence of the injury or illness or as soon as reasonably possible thereafter.

The HR department will prepare a claim, if appropriate, under the Workers Compensation Legislation Amendment Act 2012 within seven days of receiving a claim from the injured person.

Permission will be sought from SafeWork NSW and/or the Police to determine the safety requirement for the place where the injury occurred after 36 hours, unless SafeWork NSW or the police require an investigation, in which case the restoration of the area will be delayed.

6. Emergencies, Evacuations and Lockdowns

NAPS acknowledges its responsibility under WHS legislation to maintain a safe and healthy workplace and acknowledges the development and observance of sound emergency and evacuation procedures as part of that responsibility.

In the event of an emergency, NAPS' first responsibility is to its students, staff and visitors; accounting for them and their wellbeing will take priority over any other activity.

Academic staff will ensure they are aware of emergency and evacuation procedures for the site(s) at which they are conducting courses and will explain those procedures to students in the first session of any course. They will also detail for participants any particular safety considerations associated with that course, e.g. dangers in the use of special equipment, or health issues associated with physical activity, and ensure that the students are familiar with the dangers and the procedures to be followed to address them.

Emergency or Evacuation

In the event of an emergency or evacuation all staff, students and visitors are to follow the evacuation procedure displayed in all classrooms and offices.

Lecturers or office staff on site at the time will direct students and others in accordance with the procedures, gather in the prescribed assembly points, and take all practicable steps to ensure that an accurate record is kept of people onsite prior, and subsequent, to the emergency.

In an emergency or evacuation, the removal of property must not put any person at risk.

Where there is no immediate threat to personal safety and time permits, staff may be asked by management if they are willing to aid in the removal of important files, computers and disks to a safe location; such staff should advise management of the materials and property removed at the first appropriate opportunity. In such circumstances, all reasonable efforts should be made to first ensure personal safety, then ensure the safety and confidentiality of student and staff records.

Any team member involved in any serious emergency should complete an Injury and Incident Report as soon after the event, and as fully and accurately as possible.

Lockdown

Lockdown is a procedure used to minimise risk to workplace participants, students and visitors when there is an immediate and imminent threat. NAPS staff, students and visitors are secured in the rooms they currently occupy, and no one is allowed to leave until informed that it is safe to do so.

Lockdown procedures may need to be implemented in the case of potentially dangerous situations arising within NAPS or the nearby community e.g. a hazardous material incident, incidents involving firearms, unwanted visitors or intruders or severe storms.

A series of steps should be taken in a lockdown situation:

- Students should be quickly ushered into safe areas;
- Visitors to NAPS will automatically become part of the lockdown procedure and will not be permitted to leave the building;
- No one should be walking around NAPS premises provided that they may use bathrooms if needed;
- No one is permitted to enter NAPS' premises;
- Doors should be closed and locked and windows and blinds closed. If there is a window in the door, paper should be placed over the glass to prevent an intruder seeing in;
- The toilets should be checked by a designated person for occupants.;
- A staff member will have the responsibility to secure all external doors;
- Lecturers and students are to sit on the floor away from doors and windows;
- Lights should be turned off;
- Students should remain quiet until the danger is over;
- Students who are away from their class at the time the lockdown signal is given will move into the closest occupied classroom;
- Student rolls should be taken and missing students reported by phone to the Chief Warden or Wardens;

Teachers should not open doors to any person:

- other than a staff member;
- until informed it is safe to do so by the police; and

- until the door is unlocked from the outside.

In lockdown situations where the immediate danger is outside NAPS premises, all exterior doors are locked and the entrance/s to NAPS are monitored, allowing only authorised personnel into the building.

This procedure allows NAPS to continue with the normal day as far as practicable but prevents outdoor activity. This procedure may also be referred to as “lockout”.

7. Consultation

NAPS shall consult with staff, students and other relevant stakeholders about health and safety as required by relevant WHS laws. NAPS shall also share relevant information about WHS issues with workplace participants. NAPS values the views and opinions of staff and students. Staff are encouraged to express their views and provide information to the HR Department.

Breach of this Policy

All NAPS staff, students, agents, contractors, and visitors are required to comply with this policy at all times. For NAPS staff, breaches of this policy may lead to disciplinary action. In serious cases this may include termination of employment: agents and contractors (including sub-contractors and temporary contractors) may have their contracts with NAPS terminated or not renewed.

8. Policy Review

NAPS may make changes to this policy and procedures from time to time to improve the effectiveness of its operation.

In this regard, any staff member, student or other members of the NAPS community who wish to make any comments about this policy may forward their suggestions to their supervisor or to NAPS’ Human Resources Office.

9. Further Assistance

Any staff member, student or any other member of the NAPS community who requires assistance in understanding this policy should first consult the Human Resources Office. NAPS employees should contact their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be required by any other person, they should contact NAPS’ Human Resources Office. [NAPS](#)

10. Further Resources

TEQSA Guidance Note: Staffing, Learning Resources and Educational Support, Version 1.322 November 2017: <https://www.teqsa.gov.au/latest-news/publications/guidance-note-staffing-learning-resources-and-educational-support>

WHS/OH&S acts, regulations and codes of practice: <https://www.business.gov.au/risk-management/health-and-safety/whs-oh-and-s-acts-regulations-and-codes-of-practice>

Higher Education Academic Staff Award 2010: <http://awardviewer.fwo.gov.au/award/show/MA000006>

Higher Education General Staff Award 2010:

https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000007/default.htm

Fair Work Ombudsman: <https://www.fairwork.gov.au/awards-and-agreements>

HR015 APPENDIX A: Health and Safety Responsibilities

WORKPLACE HEALTH AND SAFETY ROLES AND RESPONSIBILITIES	
President and CEO	The President has overall accountability for the safety of all activities conducted by NAPS and will provide the resources and organisation necessary to meet the aims and objectives contained in the Workplace Health and Safety policy. The President is empowered to enforce such actions as are considered necessary to protect the workplace health and safety of employees, students, contractors and other individuals, the environment and NAPS premises. The President is considered an "Officer" under the WHS Act.
Executive Management Team	The Executive Management Team has overall responsibility for ensuring the health and safety of individuals under their control and is accountable to the President. The team is responsible for the development of safety action plans and other consultative mechanisms within their area of responsibility. The members of the Executive are considered to be an "Officer" under the WHS Act.
Registrar	The Registrar is responsible for providing professional advice, developing appropriate policy and strategic programs in conjunction with the HR Team, and is accountable to the President.
Supervising Manager(s)	In fulfilling their responsibility, supervisory management and academic staff have a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to health. This includes the provision of resources commensurate with priorities. Academic staff are also responsible for the oversight of students and to safeguard the health, safety and well-being of students in their charge. They are responsible for ensuring that operations are undertaken in accordance with authorised procedures, and that staff and students are appropriately trained in these operations and made aware of workplace health and safety requirements.
HR Manager	The HR Manager has overall responsibility for the safety of all activities of NAPS and for ensuring the health and safety of NAPS students and staff. The HR Manager is considered an "Officer" under the WHS Act.
Employees, Students, Contractors, Visitors and Others	It is the responsibility of employees, students, contractors, visitors and others to ensure this policy is carried out and to regard accident prevention and safe working as a collective and individual responsibility. Each person conducting activities on NAPS' behalf is responsible for observing all safety rules and procedures. These will be issued as safety policies, procedure manuals and programs, as necessary.

Appendix B: NSW Psycho-social Code of Practice: <https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice/codes-of-practice/managing-psychosocial-hazards-at-work> 