

Policy Owner: College Director and Principal
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Policy Code: QHRPR001

[Intent](#)
[Organisational Scope](#)
[Definitions](#)
[Policy Content](#)
[Accountabilities and Responsibilities](#)
[Related Documents](#)
[Contact Information](#)
[Approval History](#)

1. INTENT

- 1.1 This Policy outlines the scope, commitment and responsibilities of Edith Cowan College ('ECC' or the 'College') with respect to providing, maintaining and continuously improving, so far as is reasonably practicable, a safe and healthy working and learning environment for its Staff, Students and the community, including:
- a) Emergency evacuation and/or response(s);
 - b) accident, Incident and injury response; and
 - c) Hazard identification and resolution.
- 1.2 This Policy is supported by the *Wellness, Health and Safety Procedures*.
- 1.3 For ECC's response to Critical Incidents and/or business disruption, see the *Critical Incident and Business Continuity Policy*.
- 1.4 For ECC's response to Incidents of Sexual Assault and/or Sexual Harassment, see the *Sexual Assault and Sexual Harassment Prevention and Response Policy*.

2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to all ECC Staff, Students and visitors conducting activities on behalf of ECC both within Australia and overseas. The campuses outside Western Australia will comply with this Policy and with relevant local Health and Safety (HS) legislation as a minimum. Where there is a difference, the higher standard will apply.
- 2.2 This Policy aligns with the *Occupational Safety and Health Act 1984 (WA)*.

3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to this Policy.

4. POLICY CONTENT:

- 4.1 ECC has the goal of providing a healthy and safe working and learning environment.
- 4.2 ECC shares the Navitas vision for Wellness, Health and Safety; “protecting and enhancing Health and wellness of staff and students.”
- 4.3 ECC reports Health and Safety to both Navitas and Edith Cowan University, and works with both organisations to promote Health and Safety.
- 4.4 ECC is committed to achieving its goal by:
 - a) implementing and continuously improving its Health and Safety management system, as outlined in the *Wellness, Health and Safety Procedures* to ensure it fulfils its legal and other requirements and meets industry best practice;
 - b) applying the *Wellness, Health and Safety Procedures* across all areas and activities of the College;
 - c) collaborating and consulting with Staff, Students and industry partners about decisions that may affect their Health, Safety and Wellbeing. This will be accomplished using consultative mechanisms, including ECC’s Wellness, Health and Safety Committee and working groups and engagement with Health and Safety representatives;
 - d) setting and regularly reviewing measurable and proactive Health and Safety targets at the senior management level, that are aimed at reducing workplace injury, ill Health, disease and risk; and
 - e) adopting a process of systematic Health and Safety risk management, consistent with the principles of *ISO 45001 Occupational Health and Safety Management Systems – Requirements with Guidance for use* that forms the foundation of teaching and operational activities to ensure ECC understands workplace risks and uses this information to inform its planning and decision making. In doing so, hazards that may cause physical or psychological injury, ill Health, disease or harm, are identified, assessed and controlled to as low as is reasonably practicable.
- 4.4 To realise this vision, ECC is committed to strong visible leadership where Health and Safety is integrated into all College activities. At ECC, Health and Safety is a shared responsibility and everyone has an important role in helping the College maintain a safe and Healthy environment. This may be as simple as reporting any potential Hazards so they can be promptly addressed.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 The **College Director and Principal**, as Policy owner, has overall responsibility for:
 - a) the content of this Policy and its operation in ECC, in consultation with the Wellness, Health and Safety Committee and the ECC Health and Safety Representative;
 - c) promoting WHS awareness and facilitating training and testing.

- 5.2 **Senior Management Team** members have a strategic and operational responsibility to:
- ensure that the requirements of these Procedures are implemented in their areas of responsibility;
 - the provision of human and financial resources required for the development and ongoing management of all aspects of these Procedures;
 - ensuring that the requirements of these Procedures are monitored and reviewed.
- 5.3 The **Wellness, Health and Safety Committee** is responsible for:
- supporting the College Director and Principal in the creation, maintenance and monitoring of the College's WHS response;
 - implementing, reviewing and amending the *Wellness, Health and Safety Procedures* and supporting documentation as appropriate.
 - ensuring that identified ECC Staff members are WHS trained, including First Aid, Mental Health First Aid and Emergency response (Fire Wardens, Building Warden) and elected Health and Safety (HS) Representatives inducted by WorkSafe WA;
 - taking a systematic and consistent approach to the identification, reporting and resolution of Health and Safety Hazards to prevent harm;
 - liaising with the ECC Social Committee on social and Wellness events and initiatives; and
 - WHS reporting to ECC Governance bodies, Navitas and ECU.
- 5.4 All **Staff, Students and visitors** are required to:
- comply with the content of these Procedures and to seek guidance in the event of uncertainty as to their application;
 - familiarize themselves with ECC's WHS Framework, Emergency procedures and the location of ECC's Assembly Areas;
 - cooperate with Wardens during an Emergency and not leave the campus following an Emergency evacuation unless specifically authorized to do so; and
 - actively take part in awareness and training sessions as required.
- 5.5 **Teaching Staff** are responsible for:
- all of the actions listed in Clause 5.4 above; and
 - inducting and reminding Students of the Emergency evacuation procedure at the start of each Study Period.
- 5.6 The **Quality and Compliance Manager** is responsible for supporting the College Director and Principal with WHS reporting and monitoring WHS compliance, in consultation with the WHS Committee Chair and the WA Health and Safety Representative(s).
- 5.7 **Each person** on an ECC campus or conducting ECC work is responsible for meeting their duty of care under the *Occupational Safety and Health Act 1984 (WA)* and in doing so meet the intent of this Policy.

6. RELATED DOCUMENTS:

- 6.1. This Policy is supported by the *Wellness, Health and Safety Procedures*.
- 6.2 Complementary Health and Safety Policies relevant to:
- a) Staff members may be found on the Navitas SharePoint;
 - b) Staff members and Students, include:
 - [Critical Incident and Business Continuity Policy](#)
 - [Sexual Assault and Sexual Harassment Prevention and Response Policy](#)
 - c) Students, include:
 - [Student Wellbeing and Counselling and Support Policy](#)
 - [Underage Students \(Minors\) Policy](#)
- 6.3 Documents related to this Policy include:
- Occupational Safety and Health Act 1984 (WA)*
 - AS/NZS ISO 9001: Quality management systems*
 - ISO 45001: Occupational Health and Safety management systems – Requirements with guidance for use*
 - AS/NZS ISO 31000: Risk Management: Principles and Guidelines*

7. CONTACT INFORMATION:

For queries relating to this document please contact:

POLICY OWNER	College Director and Principal
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
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8. APPROVAL HISTORY:

POLICY APPROVED BY:	College Director and Principal
DATE POLICY FIRST APPROVED:	January 2010
DATE LAST MODIFIED:	March 2010
REVISION HISTORY:	June 2021. Updated to reflect legislative change and changes to ECU's health and safety policies and procedures. Adoption of a principle-based policy approach. Name change from <i>Occupational Health and Safety Policy</i> .
NEXT REVISION DUE:	June 2023