



**IONA COLLEGE**  
TRINITY

TEQSA Provider ID PRV14376 • CRICOS Provider Code 04294D

## Health and Safety Policy

*Approved by the Board of Directors on 28 April 2022*

1. Purpose .....	2
2. Scope .....	2
3. Policy .....	2
3.1 Information, Training and Instruction .....	2
3.2 First Aid .....	3
3.3 Safety on Campus .....	3
4. Reporting .....	3
5. Monitoring and Improvement .....	4
6. Accountabilities .....	4
7. Definitions .....	4
8. Version history .....	4
9. Additional Information .....	5

## 1. Purpose

This Policy sets out how Iona Trinity College of Higher Education (**the College**) will comply with workplace health and safety regulations.

## 2. Scope

This Policy applies to:

- All students and staff of the College
- Members of the College's Governing Bodies, and
- Individuals engaged in providing services to the College, such as contractors and consultants.

## 3. Policy

A safe and healthy environment will be established and maintained for students, staff, and visitors to the College.

Any hazards and risks to health and safety will be eliminated or minimised as soon as reasonably practicable.

In seeking to maintain a safe environment for everyone who is on campus, the College will:

- Comply with all health and safety legislation
- Provide information, instruction and training to enable all students to study, and staff to work, safely
- Consult with and involve students and staff on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment, and
- Provide a suitable injury management and return to work program for staff injured at work.

### 3.1 Information, Training and Instruction

There will be orientation sessions for students on the following:

- Online, on campus, and off campus safety
- Alcohol and drug consumption, and
- Sexual harassment and sexual assault.

Staff who have been nominated to be:

- The first aid person will receive training on how to administer first aid, and
- The fire warden will receive training on evacuation protocols, including for persons with disabilities.

Staff working in student services will receive first responder training, including for allegations of sexual assault, possible bomb threats and infectious viruses.

The College will ensure, so far as reasonably practicable, that the information, training, and instruction provided is readily understandable and accessible.

### 3.2 First Aid

The College will determine first aid requirements by:

- Identifying possible hazards that could result in a work-related injury or illness
- Assessing the types, severity and likelihood of injuries and illnesses
- Providing appropriate first aid equipment, facilities and training, and
- Reviewing first aid requirements on a regular basis or as circumstances change.

The College will ensure that:

- The first aid kit and equipment are adequate and accessible, and maintained and reviewed
- There is at least one first aid person, who is easily identifiable and contactable by posting their work location and contact details in areas of the campus often frequented by staff and students, and in the Student Handbook, and
- The first aid person is adequately trained to perform first aid, including attending regular training to maintain their first aid knowledge and skills, and to confirm their competence to provide first aid.

The first aid person will record any first aid treatment given and report this to the Principal.

### 3.3 Safety on Campus

The College will ensure the following is provided and maintained to promote safety on campus:

- Entry and exits to campus
- Work and learning spaces, formal and informal
- Floors designed and maintained for education and related services, including support functions
- Security cameras (e.g. CCTV (or closed-circuit television)) positioned strategically inside and outside the College's campus to improve safety but not compromise on the privacy of students and staff
- Adequate lighting to enable each person to study and carry out work, move within the spaces, and evacuate in an emergency
- Adequate ventilation, and
- Adequate facilities, including toilets, drinking water, washing and eating facilities, maintained in good working order and clean, safe and accessible.

## 4. Reporting

Incidents or hazards should be promptly reported to:

- Student Services if discovered by a student, or

- The line manager if discovered by a staff member.

Where there is a risk to life, call 000.

Any incidents or hazards reported, whether by students or staff, will be recorded and reported to the Board of Directors on a quarterly basis.

SafeWork NSW will be notified as soon as the College becomes aware of a death, a serious injury or illness, or a potentially dangerous incident.

Where an incident may impact on the College's capacity to comply with the *Higher Education Standards Framework (Threshold Standard) 2021*, the Tertiary Education Quality and Standards Agency will be notified within 14 days of the incident.

## 5. Monitoring and Improvement

Data on health and safety incidents, including near misses, will be collected to:

- Minimise future incidents and hazards, and
- Improve health and safety on campus.

The Board of Directors will receive an annual report on the adequacy and effectiveness of health and safety strategies used to improve health and safety on campus.

## 6. Accountabilities

All members of the College should:

- Take reasonable care of their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents, and
- Use equipment safely and as instructed.

## 7. Definitions

For the purposes of this Framework, the following terms are defined as follows:

Governing Bodies	Members of the Board of Directors, and its sub-committees, and the Academic Board and its sub-committees
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## 8. Version History

Version #	Changes	Approval Body	Approval Date
1.0	Original version	Board of Directors	28/04/22

## 9. Additional Information

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Policy Status	Approved
Policy Owner	Principal
Next Review Date	3 years from Approval Date
Associated Internal Documents	Critical Incident Policy and Procedure Sexual Assault and Sexual Harassment Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2021	Standards 2.3.1 to 2.3.4
National Code of Practice for Providers of Education and Training to Overseas Students 2018	Standard 6
Other Applicable Legislation and Instruments	Code of Practice: First Aid in the Workplace, January 2020 (SafeWork NSW) Tertiary Education Quality and Standards Agency Act 2011 Work Health and Safety Act 2011 (NSW)

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