



Work Health and Safety (WHS)

1. PURPOSE

The purpose of this policy and procedure is to ensure Atlantis College of Management's complies in all respects with the Occupational Health and Safety Act 2004 (Vic), the Occupational Health and Safety Regulations 2017 (Vic), any other relevant legislation and to ensure that the workplace is a safe and healthy workplace. The main objectives are:

- To secure and promote the health, safety, and welfare of people at work.
- To promote a working environment that meets the physical and psychological needs of people.
- To provide for consultation and cooperation between employers and employees.
- To identify, assess and eliminate or control risks to health and safety.

2. SCOPE

The policy and procedure applies to all Atlantis College of Management employees, students and third parties engaged by Atlantis College of Management on campus or whilst carrying out functions in connection with the organisation, including while on excursions, work placements, internships or during any Atlantis College of Management arranged internal or external social events.

3. DEFINITIONS

First Aid - Provision of on-site first aid assistance to a person affected by an accident in the workplace.

Hazard - Any source or situation with a potential for harm in terms of:

- Injury or illness
- Damage to property and or equipment; or
- Damage to the environment

HSR - Nominated and elected Health and Safety Representative

Incident - An occurrence that has an adverse impact on people, including events that result in injury, illness, equipment failure, or "near misses" when there is potential for injury

OHS Act - *The Occupational Health and Safety Act 2004 (Vic)* is the main workplace health and safety law in Victoria. It sets out key principles, duties, and rights about Occupational Health and Safety

PCBU - *A person conducting a business or undertaking (PCBU)* is a broad term used throughout work health and safety legislation to describe all forms of modern working arrangements, which we commonly refer to as businesses. A person who performs work for a PCBU is considered a worker



4. PROCESS

Atlantis College of Management is committed to providing a safe and healthy work environment for all employees and students. Every reasonable effort is made to prevent accidents and near misses, protect employees and students from injury, and promote the health, safety and welfare of all employees and students.

Atlantis College of Management aims to ensure it makes available the appropriate resources to ensure it complies, always, with all legislative Occupational health and Safety guidelines, and to ensure that the workplace is maintained as safe and healthy workplace.

Work Health and Safety (WHS) System

In consultation with the Principal Executive Officer, a program of WHS processes, activities and procedures will be carried out and continually reviewed. This system relates to all aspects of Work Health and Safety (WHS) including:

- WHS training and education
- review of work design, workplace design and standard work methods
- changes to work methods and practice, including those associated with technological change
- safety rules, including penalties
- emergency procedures and drills
- provision of WHS equipment, services and facilities
- workplace inspections and evaluations
- reporting and recording of incidents, accidents, injuries and illnesses
- provision of information to employee and students
- delegated HSR, Fire Wardens and First Aid Officers

Effective Signage

Atlantis College of Management will comply with the *National Construction Code (NCC) Class 9b* and *Occupational Health and Safety Act 2004 (Vic)* and will ensure that the following safety awareness signage is clearly visible and appropriately positioned within all Atlantis College of Management workplaces and campuses including office spaces, administrative areas, classrooms, training kitchens and student common areas:

- Emergency Evacuation Diagram and Procedure
- Emergency Exits (illuminated)
- First Aid Kit
- Fire Extinguishers
- 'If you are injured at work' (WorkSafe Victoria)

5. REPORTING INCIDENTS AND INJURIES

Incident Notification and Notice of Incident that Exposes a Person to Risk

As per the *Occupational Health and Safety Act 2004 (Vic) Part 5*, Atlantis College of Management will notify *WorkSafe Victoria* immediately after becoming aware of an incident in International Institute of Technology premises which results in:



- the death of any person; or
- a person requiring medical treatment within **48 hours** of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for:
 - the amputation of any part of his or her body; or
 - a serious head injury; or
 - a serious eye injury; or
 - the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
 - electric shock; or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations

Atlantis College of Management will notify *WorkSafe Victoria* **IMMEDIATELY** after becoming aware of an incident in Atlantis College of Management premises which exposes a person in the immediate vicinity to an immediate risk to the person's health and safety through:

- the collapse, overturning, failure, or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered; or
- the collapse or failure of an excavation or of any shoring supporting an excavation; or
- the collapse or partial collapse of any part of an Atlantis College of Management building or structure; or
- an implosion, explosion, or fire; or
- the escape, spillage or leakage of any substance including dangerous goods as defined in the *Dangerous Goods Act 1985*; or
- the fall or release from a height of any plant, substance, or object

In addition to immediate notification, Atlantis College of Management must provide a written record of the incident to *WorkSafe Victoria* within **48 hours** of becoming aware of an incident by submitting *WorkSafe Victoria Incident Notification Form*, available at <https://www.worksafe.vic.gov.au/>, through the following methods:

- call **132 360** to notify *WorkSafe Victoria* immediately
- for written notification send the Incident Notification Form to WorkSafe Victoria within **48 hours**:
 - electronically via the web or
 - by post to GPO Box 4306, Melbourne 3001
 - by facsimile to (03) 9641 1091
 - by post or delivery to WorkSafe Victoria at: 222 Exhibition Street, Melbourne 3000
- keep a copy of the written record for at least **5 years**.



Notice of a Dangerous Occurrence

As per the *Equipment (Public Safety) Regulations 2007 Part 9*, Atlantis College of Management will require any person in charge of prescribed equipment at an equipment site to notify *WorkSafe Victoria* immediately after becoming aware of an incident involving the equipment which results in:

- the death of any person; or
- a person requiring medical treatment within **48 hours** of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for:
 - the amputation of any part of his or her body; or
 - a serious head injury; or
 - a serious eye injury; or
 - the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
 - electric shock; or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations

Any person in charge of prescribed equipment at an equipment site will notify *WorkSafe Victoria* immediately after becoming aware of an incident involving the equipment which exposed a person in the immediate vicinity to an immediate risk to that person's health and safety through:

- the collapse, overturning, failure, or malfunction of, or damage to, any item of plant listed in *903 (3) of the Equipment (Public Safety) Regulations 2007* and the *Australian Standards (AS)* referred to therein.
- or an implosion, explosion, or fire.

In addition to immediate notification, the Atlantis College of Management staff member in charge of prescribed equipment will provide a written record of the incident to *WorkSafe Victoria* within **48 hours** of becoming aware of an incident by submitting *WorkSafe Victoria Incident Notification Form*, available at <https://www.worksafe.vic.gov.au/>, through the following:

- call **132 360** to notify *WorkSafe Victoria* immediately
- for written notification send the Incident Notification Form to WorkSafe Victoria within **48 hours**:
 - electronically via the web or
 - by post to GPO Box 4306, Melbourne 3001
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- keep a copy of the written record for at least **5 years**.



Site Preservation

The site of a notifiable incident will not be disturbed until an inspector arrives or until directed by an inspector except to protect the health and safety of a person; or provide aid to an injured person involved in the incident; or to take essential action to make the site safe or prevent a further incident.

6. RESPONSIBILITIES

All employees, students and third parties engaged by Atlantis College of Management on campus or whilst carrying out functions in connection with Atlantis College of Management are responsible for complying with this policy, behaving appropriately, and promoting a safe work and study environment.

The Chief Executive Officer (CEO) is responsible for the effective implementation and management of this policy as well as provision of information on how to resolve complaints of breaches of this policy.

7. RELATED DOCUMENTS

- Register of Injuries – Return to Work Template
- ISBN-Health-and-safety-self-assessment-checklist-for-small-businesses-2013-08

8. ASSOCIATED DOCUMENTS

- Evacuation Plan
- Policy and Procedure: Critical Incident
- Policy and Procedure: Sexual Harassment
- Register - WHS Incident - Hazard- Near Miss (ACM_41458_Register (WHS Incident - Hazard- Near Miss) v1.0 RT)

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