

HEALTH, SAFETY AND FIRST AID IN THE WORKPLACE

1. INTRODUCTION

1.1 Context

In the provision of their business, Australian Dermal Science Institute (ADSI) ensures that the health and safety of students, Workers (defined by legislation as employees [staff], contractors, agency staff, labour hire staff, people on work experience, sub-contractors, volunteers, trainees and outworkers), and visitors is protected and that students and Workers receive competent assistance immediately following injury or illness. ADSI considers health and safety a high priority and integral to all activities.

This policy complies with the Work, Health and Safety Act (2011) and Regulations (including the Work, Health and Safety (First Aid in the Workplace) Code of Practice 2015), and the Higher Education Standards Framework (2021) Domain 2, Section 2.3. *Wellbeing and Safety*.

1.2 Purpose

This policy outlines the legislated responsibilities and the principles that govern health, safety and first aid at all locations encompassing ADSI, including online or face-to-face clinics attended by students and Workers.

1.3 Scope

This Policy applies to all students and Workers (defined by legislation as employees [staff], contractors, agency staff, labour hire staff, people on work experience, sub-contractors, volunteers, trainees, and outworkers) of ADSI.

This policy applies to all facilities used by ADSI, including physical offices, campuses, hired premises and online operations and learning environments.

1.4 Scope Exceptions

None.



2. RESPONSIBILITIES

1. NOTE: Legislation requires that none of the following responsibilities may be delegated.
2. **Everyone** has a duty of care to ensure the safety of themselves and others.
3. **Each organisation within ADSI** has the primary duty of care for all health, safety and access to first aid within their organisation, as is reasonably practicable.
4. **Officers** (as defined under Corporations Act 2001) of each organisation in ADSI include board members, directors, executive team and managers whose decision-making has the capacity to affect a substantial part of the business or the financial standing and reputation of the organisation. Officers have a duty to exercise due diligence to ensure the organisation complies with its obligations. Officers are required to:
 - understand the nature of their organisation's operations and associated risks and hazards and verify that those risks and hazards are being appropriately controlled;
 - allocate appropriate resources, including for first aid, for the identification, elimination, or control of those risks / hazards and to enable first aid, effective consultation, incident notification and other required processes; and
 - maintain knowledge of health and safety laws and compliance requirements.
5. **Workers** are the academic staff, non-academic staff, contractors, agency staff, labour hire staff, people on work experience (where applicable), sub- contractors, trainees, volunteers, outworkers and others who work within the organisation. They have a duty to take reasonable care and to:
 - care for their own health and safety and that of others;
 - comply with any reasonable instruction; and
 - comply with this policy, its procedure, and any other relevant policy and procedure, instruction, and direction.
6. **Students** are students enrolled in the courses provided by ADSI. Students have a duty of care to ensure their own health and safety and that of others, and are responsible to comply with this policy and its procedure, as well as other relevant policies and procedures, instructions and directions.



7. Specific Responsibilities

Some staff have specific responsibilities under legislation and this policy, as follows:

a) The **Chief Executive Officer** is responsible to:

- ensure that adsi has in place effective health and safety policies, procedures and systems (including first aid and risk management systems) for the health, safety and well-being of Workers, students and others affected by its operations;
- actively demonstrate leadership in health, safety and well-being policy, and risk management;
- provide first aid equipment and ensure each worker at the workplace has access to the equipment;
- ensure access to facilities for the administration of first aid; and
- ensure that an adequate number of Workers are trained to administer first aid at the workplace or that Workers have access to an adequate number of other people who have been trained to administer first aid.

b) **Executive and Senior Management** are responsible to:

- implement this policy and procedure and the risk management framework in their organisation/department;
- provide strategic health and safety direction;
- monitor health and safety performance in their organisation/department; and
- actively demonstrate leadership in health, safety and wellbeing policy and risk management.

c) **Heads of School** is responsible to:

- ensure the health, safety and well-being of students, Workers and visitors within their organisation/department, including vaccination of students against Hepatitis B before they attend clinics (Head of School, ADSI), and access to first aid;
- identify, assess, and control any hazards and risks associated with the organisation's activities (education, training and other); and
- actively demonstrate leadership in health, safety and first aid policy and risk management.



- d) **Head of Academics, Unit Convenors, Facilitators and Lecturers** are responsible to:
- provide students with training and guidance on workplace health and safety and access to first aid;
 - ensure the work they are responsible for is carried out according to this policy and its procedure, other relevant policies and procedures, and risk management processes;
 - monitor the health, safety and well-being of Workers, students, and visitors in their organisation/department;
 - for ACHW: monitor the health, safety, and well-being of students in external clinics and ensure training and induction on potential hazards in that environment; and
 - demonstrate leadership on health, safety, and injury management issues.
- e) **Head of People and Culture** is responsible to:
- establish processes and procedures to meet the organisation's obligations under workplace health and safety legislation and regulations; and
 - maintain health, safety, and injury/incident records of Workers, including the *WHS Hazard, Incident and Injury Register*.
 - provide or source first aid training and maintain and promote names of first-aiders across ADSI
- f) **Heads of School** is responsible to:
- establish processes and procedures to meet the organisation's obligations for the health and safety of students; and
 - maintain appropriate health, safety and injury/incident records related to the student cohort, including a *Student Incident Register*.

8. Procedural responsibilities are outlined in the Health, Safety and First Aid in the Workplace Procedure

3. POLICY

3.1 Principles

1. ADSI's framework for health, safety, and injury management is as follows:



2. ADSI is committed to the health, safety and wellbeing of all people who study, work at, or visit its organisations through the provision of a safe and supportive environment for its students, Workers (employees, contractors, agency staff, labour hire staff, people on work experience, sub- contractors, volunteers, trainees, and outworkers), visitors and others, and demonstrates this by:
 - providing a comprehensive suite of policies and procedures which include:
 - this Health, Safety and First Aid in the Workplace Policy and Procedure;
 - the Infectious Diseases and Infection Prevention and Control Policy and Procedure;
 - ADSI's suite of clinic-related manuals, frameworks, procedures, and standards to inform students and staff of ADSI; and
 - the Rehabilitation and Return to Work Policy and Procedure.
 - identifying hazards, assessing risk and implementing control strategies to minimise risk to people and property;
 - designing, purchasing, hiring, installing and maintaining safe sites and machinery;
 - providing first aid training for staff and access to first aid equipment;
 - ensuring protection from cyber bullying and harassment, and maintaining security of online access and communications;
 - ongoing development and improvement of its health, safety and first aid systems with a focus on identification, control or elimination of hazards and risks, and competent first aid prior to accessing qualified medical assistance;
 - observing, implementing, and fulfilling the requirements of legislation, relevant regulations and codes, policy and procedure;
 - encouraging and facilitating ongoing and active dialogue and consultation around health, safety and first aid management with all persons involved ADSI's activities;
 - ensuring Workers and contractors receive the appropriate health and safety information and training to enable them to conduct their work safely;
 - ensuring that policies, procedures, and standards for clinic-based teaching environments are complied with;



- having leaders lead by example, demonstrating a visible commitment to health, safety, and immediate injury management to motivate, educate and support managers, staff, and students;
 - the ongoing monitoring, reporting, review and improvement of health, safety and first aid systems; and
 - ensuring all levels of management, Workers and students are aware of and carry out their legislated health and safety responsibilities.
3. Students entering ADSI courses where clinical content is included, are informed at admission that mandatory Hepatitis B vaccination is required before attending clinics.
 4. Orientation of new students includes health and safety information and training.
 5. Orientation of ADSI students additionally includes information and training on equipment and specific hazards such as lasers, needle-stick, and light-based technologies.
 6. Orientation and induction of Workers includes health and safety information and training
 7. ADSI is proactive in its approach to health, safety and first aid. It ensures:
 - there is first aid available and medical intervention (as required);
 - injuries are reported to insurers in a timely manner;
 - there is effective review of incidents and accidents to implement preventive measures and continuous improvement.
 8. ADSI welcomes:
 - suggestions for improvement of health and safety work practices, policy, procedures and resources;
 - participation in meetings to consult and inform on health and safety issues; and
 - any other contributions its Workers, students and visitors can make to improving health and safety.
 9. Complaints or grievances that relate to decisions made under this policy and its procedure should be made under the Staff Grievances and Complaints Policy and Procedure, or the Student Grievances and Complaints Policy and Procedure, whichever applies.



4. DEFINITIONS

- **Consequence** - The specific effect of an incident/event.
- **First aid** - the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
- **First aider** - a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.
- **First aid equipment** - includes first aid kits and other equipment used to treat injuries and illnesses.
- **First aid facilities** - include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.
- **Hazard** - a source of potential harm or a situation with the potential to cause harm to people, property, or the environment.
- **Likelihood** - A measure of whether the consequences of an incident/event will happen.
- **Risk** - A risk is the chance of something happening that will have an impact on strategic objectives. It is measured in terms of consequences and likelihood. In the health and safety context, risk should be thought of as the health and safety consequence of a given severity, and the likelihood of that particular consequence occurring.
- **Students** - All individuals enrolled in an education program with a member of ADSI either online, in face-to-face mode or in blended delivery.
- **Workers** - are defined in the Work Health and Safety Act (2011) as those who 'carry out work for a person conducting a business and include employees, contractors, agency staff, labour hire staff, people on work experience, sub- contractors, trainees, volunteers and out-workers'.
- **Work Health and Safety Act (2011)** - The (Commonwealth) Work Health and Safety Act implements the Model Work Health and Safety Act in the Commonwealth jurisdiction, helping to form a system of nationally harmonised work health and safety laws. The (Commonwealth) Work Health and Safety Act was passed in Parliament on 24 November 2011 and received Royal Assent on 29 November 2011.



- **Workplace** - a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

5. REFERENCES AND ASSOCIATED INFORMATION

- ADSI Clinical WHS Manual
- ADSI Clinical Quality Assurance Framework
- ADSI Equipment Procedures
- ADSI External Clinics Policy and Procedure
- Alcohol and Drugs Policy
- Australian Laser Safety Standards
- Bullying, Harassment and Discrimination (Staff and Students) Policy
- Critical Incidents Policy
- Health, Safety and First Aid in the Workplace Procedure
- Higher Education Standards Framework (2021)
- Infectious Disease and Infection Prevention and Control Policy
- Rehabilitation and Return to Work Policy
- Sexual Assault and Sexual Harassment Policy
- Staff and Student orientation and induction programs
- Staff Code of Conduct
- Staff Grievances Policy
- Student Incident Register
- [State-based Work, Health and Safety Acts and Codes](#)
- Student Code of Conduct
- Student Grievances and Complaints Policy and Procedure.
- Work Health and Safety Act (2011) (Commonwealth) and Regulations
- Work Health and Safety (First Aid in the Workplace) Code of Practice 2015
- Work Health and Safety (WHS) Hazard, Incident & Injury Report
- Work Health and Safety Hazard, Incident and Injury Register



6. POLICY OWNERSHIP

Policy Owner	Head of School, ADSI
Status	Reviewed on January 2021
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Implementation Owner	Head of School, ADSI
Maintenance Owner	Senior Policy and Compliance Officer
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