



Health, Safety and Wellbeing Policy

1. Purpose

KOI is committed to providing a healthy and safe working and learning environment for its community.

This policy outlines the principles for enhancing health, safety and wellbeing at KOI.

This policy should be read in conjunction with the:

- Fairness and Equal Opportunity Policy
- Prevention of Bullying, Discrimination and Harassment Policy
- Prevention of Sexual Assault and Sexual Harassment Policy
- Student Code of Conduct
- Work Health and Safety Policy.

2. Scope

This policy applies to all KOI staff, students, contractors, affiliates and visitors and all locations used for KOI activities. The scope includes all external locations that staff and students may attend for work and study purposes.

3. Principles

KOI will:

- promote and provide a safe environment for all, with a zero tolerance for abuse and harm
- adopt the KOI Mental Health Framework
- integrate responsibilities for health, safety and wellbeing into management accountabilities
- consult with staff and students in matters that may affect their mental and physical health, safety and wellbeing
- identify hazards, assess foreseeable risks and implement appropriate controls or remedial action towards preventing related incidents
- implement and monitor measures for health, safety and wellbeing performance
- provide a return to work process for staff following illness or injury, where practicable
- provide a return to study process for students following illness or injury, where practicable
- provide health, safety and wellbeing information and training for staff, students, contractors, affiliates and visitors
- provide counselling and wellbeing assistance for students and confidential employee assistance support for staff.

4. Responsibilities

The CEO and President has the primary duty of care to ensure the health and safety of staff while they are at work and students attending KOI for purposes related to study. The CEO and President is responsible for ensuring regular communication to students and staff about the importance of health and wellbeing.

The CEO and President has the responsibility of ensuring training is available for staff, including training on recognising and responding to stress and mental health first aid for key staff.

The Work Health and Safety Officer assists the CEO and President by providing advice on the overall state of health and safety at KOI and ensuring compliance with health and safety requirements. The Work Health and Safety Officer has delegated responsibilities for reporting and investigating incidents, injuries and hazards, implementing agreed control measures and promoting health, safety and wellbeing awareness.

Managers at all levels are required to maintain health and safety and promote wellbeing for the welfare of staff and students in their area of responsibility.

The Counselling team works with students on issues of concern and offer personal skills development,



mindfulness activities, stress management and support for achieving life style and study balance. The Counselling team organises the annual RU OK? Day to promote awareness of mental health.

KOI staff, students, contractors, affiliates and visitors are expected to:

- take responsible for their own safety and for that of their fellow work colleagues and students, by always operating in a safe, respectful and appropriate manner
- adhere to all health, safety and wellbeing training, information and instruction provided by KOI
- report all hazards and incidents as soon as possible
- support measures to eliminate or minimise unsafe conditions.

The CEO and Dean will report to the Council on the implementation of this policy and the measures of health, safety and wellbeing at KOI.

The Work Health and Safety Officer will report to each meeting of the Council and the Audit and Risk Committee on incidents, risks and measures for promoting health, safety and wellbeing.

5. Relevant Legislation

Higher Education Standards Framework (Threshold Standards) 2021
Work Health and Safety Act 2011 (NSW)
Work Health and Safety Regulation 2017

Document Control

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***** END OF POLICY *****