

Workplace Health and Safety Policy

1. Purpose and Scope

The Workplace Health and Safety (WHS) Policy details the commitment to health and safety at King's Own Institute (KOI). KOI is committed to providing a healthy and safe working and learning environment and ensuring that all learning and work activities are carried out safely. All possible measures will be taken to remove (or at least minimise) risks to the mental and physical health, safety and welfare of staff, students, contractors, partners and visitors at KOI. This includes providing a place for learning and work safe from assault, bullying, discrimination and harassment. The policy identifies responsibilities for work health and safety and frameworks for consultation and management.

KOI is committed to providing an inclusive, accessible, and culturally safe working and learning environment for all staff, students, contractors, partners and visitors, including people with disabilities, people from diverse cultural and linguistic backgrounds, and people of all races and ethnicities. This commitment extends to ensuring that all safety measures, emergency procedures, and workplace modifications accommodate the needs of people with disabilities and are culturally appropriate.

This policy applies to all KOI staff, students, contractors, partners and visitors (including workers as defined in the relevant work health and safety legislation) and all locations used for KOI activities.

2. Related Documents

This policy should be read in conjunction with:

- Fairness and Equal Opportunity Policy
- Health, Safety and Wellbeing Policy
- Prevention of Sexual Assault and Sexual Harassment Policy
- Prevention of Workplace Bullying and Harassment Policy
- Critical Incident Policy
- Staff Handbook
- Staff Code of Conduct
- Student Code of Conduct

3. Definitions

The following is a list of commonly used terms referred to in Work Health and Safety considerations and documentation.

Psychosocial hazards: Factors in the design or management of work that increase the risk of work-related stress and can lead to psychological or physical harm.

Mental health: A state of well-being in which an individual realises their own abilities, can cope with the normal stresses of life, can work productively, and is able to contribute to their community.

Work-related stress: The harmful physical and emotional responses that can occur when there is conflict between job demands on the employee and the amount of control an employee has over meeting these demands.

WHS: Workplace Health and Safety

WHS Risk:	The significance of a hazard in terms of the probability and severity of an injury or illness occurring as a result of the hazard.
WHS Risk management:	The term applied to a logical and systematic method of identifying, analysing, assessing, controlling, monitoring and communicating risks associated with any activity, function or process, in a way that will enable organisations to minimise WHS risks and maximise WHS strategies.
Risk Assessment:	The overall process of estimating the magnitude of risk and deciding what actions will be taken.
Workplace Health and Safety Officer (WHSO):	The designated point of contact for individual employees seeking to obtain information and report issues concerning WHS matters and the consultative link between management and workers on WHS issues.
Hazard:	A hazard is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work. Basically, a hazard can cause harm or adverse effects (to individuals as health effects or to the organisation as property or equipment losses).
Worker:	Anyone carrying out work, in any capacity, for KOI. This includes: • Direct employees; • Contractors and subcontractors, and their employees; • Labour hire employees engaged to work in the business or undertaking; • Apprentices, trainees and students on work experience; and • Interns
Person conducting a Business or Undertaking	A 'person conducting a business or undertaking' (PCBU) is a legal term under WHS laws for individuals, businesses or organisations that are conducting business. This includes private and (PCBU) public companies such as KOI
Provisional Improvement Notice (PIN):	A written notice from the WHSO to KOI advising there has either been a breach of the Act that is likely to be repeated, or there is a current breach of the Act. The WHSO may also offer directions on how to remedy the breach, and KOI must meet the requirements of the improvement within the specified timeframe.
Notifiable incident:	An incident which results in: (a) the death of a person; or (b) a serious injury or illness of a person; or (c) a dangerous incident
Serious injury or illness	An injury or illness requiring the person to have: (a) immediate treatment as an in-patient in a hospital; or (b) immediate treatment for: (i) the amputation of any part of his or her body; or (ii) a serious head injury; or (iii) a serious eye injury; or (iv) a serious burn; or

- (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
- (vi) spinal injury; or
- (vii) the loss of a bodily function; or
- (viii) serious lacerations; or
- (ix) medical treatment within 48 hours of exposure to a substance, and any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

Dangerous incident: An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from immediate or imminent exposure to:

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) any other event prescribed by the regulations, but which does not include an incident of a prescribed kind.

4. Policy

KOI is committed to health and safety. KOI will:

- Identify, assess, and control psychosocial hazards in the workplace
- Promote mental health awareness and provide resources for mental health support
- Foster a workplace culture that supports work-life balance and psychological wellbeing
- Provide training on mental health awareness, stress management, and resilience
- Ensure confidentiality and non-discrimination for individuals experiencing mental health issues
- Implement return-to-work programs that consider both physical and psychological factors
- Promote and provide a safe environment for all, with a zero tolerance for abuse and harm;
- Plan, document, implement, monitor and review controls to manage risks to health and safety, incidents, injuries and hazards;
- Provide health, safety and wellbeing information for staff, students, contractors, partners and visitors
- Establish measurable objectives and targets for health, safety and wellbeing to ensure continued WHS improvement;
- Comply with relevant legislation, codes of practice, standards and guidelines;
- Provide effective and meaningful health and safety consultation and communication with staff, students and contractors on matters that may affect their mental and physical health, safety and wellbeing;
- Provide appropriate WHS training to staff, students and contractors;
- Provide a return to work process for staff and a return to study process for students following illness or injury where practicable;

- Ensure the policy is accessible to staff, students, contractors and other interested parties;
- Provide adequate resources to ensure the policy is implemented;
- Review the policy to ensure it remains current and appropriate to KOI;
- Appoint a Workplace Health and Safety Officer (WHSO) who will provide WHS advice and support to enable compliance with the legislation and ensure a safe and healthy working environment.
- Ensure all health and safety information, training, and procedures are accessible in multiple formats to accommodate people with disabilities.
- Provide culturally appropriate health and safety resources and support for staff and students from diverse backgrounds.
- Ensure emergency procedures and evacuation plans consider the needs of people with disabilities and those requiring additional assistance.
- Foster a culturally safe environment where all staff and students feel comfortable reporting safety concerns without fear of discrimination.
- Provide reasonable workplace adjustments and modifications to ensure safe work practices for people with disabilities.

5. Roles and Responsibilities

Everyone at KOI is expected to share in KOI's commitment to Work Health and Safety. The following sections outline the responsibilities of KOI Management, the WHSO, staff, contractors and students.

5.1 CEO and President

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 work carried out at KOI does not carry risk to the health and safety of others.

This means ensuring that KOI has systems and resources to:

- Ensure that psychosocial risks are considered in all workplace health and safety strategies
- Allocate resources for mental health initiatives and psychosocial risk management
- Foster a culture that prioritizes both physical and mental health
- Provide and maintain a safe work environment;
- Provide and maintain safe plant and structures;
- Provide and maintain safe systems of work;
- Ensure the safe use, handling and storage of plant, structures and substances;
- Provide adequate facilities (and ensure access is maintained);
- Provide instruction, training, information and supervision; and
- Monitor the health of staff and students and conditions at the workplace.

5.2 Management (CEO and President, Vice-Presidents, Heads of Program and Department and Section Managers)

The promotion and maintenance of work health and safety is primarily the responsibility of management. Managers at all levels are required to maintain health and safety in their area of responsibility, including:

- Identify and assess psychosocial hazards in their area of responsibility
- Implement control measures to address psychosocial risks
- Promote work-life balance and support flexible working arrangements where possible
- Regularly check in with staff about their mental health and workload
- Participate in mental health awareness and management training

- Ensure health and safety procedures and practices are inclusive and accessible to all staff members
- Consider diverse cultural perspectives and needs when implementing safety measures
- Provide appropriate accommodations and modifications for staff with disabilities
- Ensure safety training and communications are delivered in accessible formats and culturally appropriate ways

Managers are responsible for providing and maintaining a safe working environment, safe resources and systems for work and learning and facilities for the welfare of all workers and students.

Managers must report to the WHSO as soon as practicable:

- All accidents and incidents that require attention, including any actions resulting from the accident or incident
- All known or observed hazards, including any actions taken to reduce or remove the hazard.

Managers must arrange information, instruction, training and supervision needed to make sure that all staff, contractors and students in their area of responsibility are safe from injury and risks to their health.

Managers must consult with their staff in all matters relating to health and safety in the workplace and commit to continual improvement through effective safety management.

5.3 Workplace Health and Safety Officer (WHSO)

The role of WHSO is to assist the CEO and President and the management team by providing advice on the overall state of health and safety at KOI and ensuring compliance with health and safety requirements.

The WHSO's responsibilities include:

- Develop and implement strategies to address psychosocial hazards and promote mental health
- Provide guidance on managing work-related stress and other psychosocial risks
- Coordinate mental health awareness training and initiatives
- Monitor and report on psychosocial risk factors and mental health indicators
- Implement and monitor in the application of WHS policy and procedures
- Help manage risks and hazards in KOI premises, including issuing and managing Provisional Improvement Notices (PINs) where there has been or is likely to be a breach of the *WHS Act 2011*. Attachment 3 provides the process to be followed when a PIN is issued.
- Liaise with the CEO and President and other safety personnel in all WHS related matters.
- Report and investigate incidents, injuries and hazards and implement agreed control measures
- Review and analyse injury and incident reports and data
- Develop injury and incident prevention strategies
- Monitor local area compliance with WHS policy and procedures
- Audit local area WHS compliance with regard to risk, emergency and hazardous waste management
- Promote WHS awareness
- Provide advice, information and instruction on WHS issues.

5.4 Staff, students, contractors, affiliates and visitors

Staff members, students, contractors, affiliates and visitors to KOI premises are responsible for:

- Be aware of psychosocial hazards in the workplace and report any concerns
- Participate in mental health awareness and stress management training when offered
- Support colleagues and foster a positive, respectful work environment
- Maintain work-life balance and seek support when needed

- Complying with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- Taking reasonable care of the health and safety of themselves and others
- Wearing personal protective equipment and clothing where necessary
- Complying with any direction given by management for health and safety
- *'Not misusing or interfering with resources and practices provided for workplace health and safety.'*
- Reporting all accidents and incidents at KOI to the WHS Officer or KOI staff member immediately, no matter how trivial
- Reporting all known or observed hazards to their supervisor or manager.

All staff have the right to refuse contact outside their working hours unless that refusal is unreasonable. This means that a staff member can refuse to monitor, read or respond to contact or attempted contact outside their normal working hours.

6. WHS consultation

WHS legislation requires consultation, as far as reasonably practicable, between KOI, its management, staff and students and other duty holders. Under the legislation, consultation is required when:

- identifying and assessing risks to health and safety;
- deciding ways to eliminate or minimise those risks;
- deciding on the adequacy of facilities for health and safety;
- proposing changes that may affect the health and safety of workers;
- deciding on procedures for:
 - consulting with workers
 - resolving work health and safety issues
 - monitoring the health of staff
 - monitoring conditions at any workplace under the management or control of the PCBU
- providing information or training for workers; and • other activities as described under the regulations.

Consultation processes should be accessible to all staff and students, including those with disabilities and from diverse cultural backgrounds. This includes:

- Providing materials in accessible formats
- Ensuring consultation venues are physically accessible
- Making interpreters available when needed
- Considering cultural protocols and practices in consultation processes
- Actively seeking input from staff and students with disabilities and from diverse backgrounds about their specific safety needs.

Consultation should also include matters related to psychosocial hazards and mental health in the workplace. This may involve discussing work-related stress, workload management, workplace relationships, and support mechanisms for mental health.

KOI and the WHSO will, as appropriate, consult:

- with management to share relevant information about WHS and give managers the opportunity to express their views and to contribute to the resolution of WHS issues in the workplace; WHS is a standing item on all Managers' Meetings.

- with workers to share relevant information about WHS and give them the opportunity to express their views and to contribute to the resolution of WHS issues in the workplace.
- with students using direct feedback to staff and regular surveys, and with student representatives.

7. Risk management procedures

All managers and supervisors must apply the risk management steps set out below to manage local hazards and hazardous activities within their control. Following the published schedule, or as directed by the WHSO, managers/supervisors should complete a *Risk Assessment Inspection Checklist*, including *Hazard Control Plans* where necessary, of their area (see Attachment 2 Risk Assessment Templates). Copies of all documents should be sent to the WHSO for addition to the *KOI Risk Register* and further action as necessary.

The risk management steps are as follows:

1. Identify workplace hazards and hazardous activities using the *Risk Assessment Inspection Checklist*.
2. Assign priorities based on an initial assessment of the current risk, with reference to the *KOI WHS Risk Matrix* in Attachment 1 and giving consideration to:
 - a. the likelihood of exposure, including how many people are or may be exposed, the frequency, duration and intensity; and
 - b. the potential consequences of exposure, that is, whether serious injuries or illness may result, or where damage to or destruction of equipment or property may result.
3. Assess the risk
 - a. Where the current risk of an activity is assessed as 'high' or 'very high' a documented risk assessment is required.
 - b. A documented risk assessment must identify the specific hazards, potential harm, the existing or proposed risk controls and an assessment of the residual risk.
 - c. Whenever assessing the risk associated with an activity or task, various risk factors must be considered including the nature of the hazard itself, the work environment, the physical activities required to complete the task, the psychological demands of the task and the individual workers involved in the activity.
 - d. Control the risks
 - i. Risks to work health and safety must be eliminated whenever reasonably practicable.
 - ii. Where it is not reasonably practicable to eliminate the risk, suitable risk controls must be adopted to minimise the risk as far as possible.
 - e. When assessing risks, consider psychosocial hazards such as high job demands, low job control, poor support, lack of role clarity, poor organisational change management, inadequate reward and recognition, poor workplace relationships, and workplace violence.
 - f. Review control measures
 - i. The adopted risk controls should be monitored regularly to validate their effectiveness; as a minimum, risk controls should be reviewed annually. ii. In addition, a review is required whenever there is an incident, a significant change in the work process or new information about the hazard or activity becomes available.
 - g. If an activity is assessed as having a residual risk rating (the remaining level of risk following the development and implementation of KOI's risk responses) of 'high' the supervisor must:
 - i. review available risk controls; and

- ii. submit a documented risk assessment to the WHSO
- h. If an activity is assessed as having a residual risk rating of 'very high' the supervisor must:
 - i. suspend the activity until further notice;
 - ii. review available risk controls;
 - iii. determine if the risk outweighs the potential benefits;
 - iv. submit a documented risk assessment and risk/benefit analysis to the WHSO for review and endorsement; and
 - v. obtain approval to undertake the activity from the relevant Vice-President and/or the CEO and President as appropriate.

8. Resolving WHS issues - Procedures

8.1 Minor issues

For minor WHS issues that are easily resolved staff and students are encouraged to take action themselves if they possess the relevant skills and it is safe to do so, for example, move an obstacle out of a walkway to prevent potential trip and fall incidents. Minor incidents, with corrective action taken, should be reported to the WHSO within seven (7) days of occurrence. The WHSO should identify whether any further action is required to eliminate or minimise the hazard or risk so far as reasonably possible.

8.2 More serious issues

More serious WHS issues should be referred to the relevant supervisor (teacher in the case of a student) and also reported in writing (using the *KOI Incident Report Form*) to the WHSO once practical to do so, but within 48 hours of occurrence.

A supervisor should attempt to resolve the issue in consultation with the staff members and/or students involved. Where the issue is beyond the control of the supervisor they must take the matter to the WHSO.

The WHSO should attempt to resolve the issue in consultation with the staff members and/or students involved. Where the issue is beyond their capacity to resolve, they must take the matter to the CEO and President for resolution.

When the CEO and President is presented with a WHS issue he should give it due consideration and arrange to have the matter properly resolved in consultation with the relevant managers, staff and/or students.

If all other avenues have been exhausted, a matter may be pursued with the WorkCover Authority of NSW.

Where there is immediate risk, any staff are to cease unsafe work, or may be directed to cease work by the WHSO.

The WHSO must take all reasonable steps, in consultation with KOI management and any other relevant parties, to achieve a timely, final and effective resolution

The full process for managing more serious issues is found in Attachment 2 *More Serious Issue Resolution Process*.

If the issue cannot be resolved using KOI's resolution process, the WHSO may raise a PIN (See Attachment 3 *PIN Process*)

8.3 Mental health concerns

For mental health concerns or issues related to psychosocial hazards, staff and students are encouraged to speak with their supervisors, the WHSO, or seek support from KOI's confidential counselling services. All mental health concerns will be treated with strict confidentiality and addressed promptly and sensitively.

9. Record keeping and reporting

All accidents or near occurrences must be reported. A *KOI WHS Incident Report Form* (Attachment 4) must be completed and submitted to the WHSO, who will consult with the CEO and President as necessary. Any KOI staff member or student can complete this form available on the KOI Website under the *Forms and Policies* tab.

The WHSO Officer will retain all *KOI WHS Incident Reports* and resolution reports for a period of five years. A record of each notifiable incident must be retained for at least five years from the date WorkCover was notified.

In order to support the commitment to WHS, accurate and timely records are kept to record any WHS matters that may be raised, together with detailed reports of their impacts and resolutions. The following documents will be maintained (see Attachment 2 for templates):

- All risks and risk assessments will be recorded in the *KOI Risk Register*
- Evaluation and treatment of potential risks will be recorded in the *KOI Risk Treatment Schedule and Plan* and the risk resolution / management will be recorded in the KOI Risk Management Schedule.
- Risks deemed High or Very High, or considered unacceptable following consultation between interested parties, the WHSO and the CEO and President will be evaluated and specific action plans developed to manage the risk appropriately in a specific *KOI Risk Action Plan*.

The WHS Officer is to provide a report as:

- a standing agenda item at Managers' meeting
- a report to each meeting of the Council and the Audit and Risk Committee.

Risk management will be the subject of periodic audits and all relevant information will be contained in KOI's *Risk Management Plan*.

Records related to psychosocial hazards and mental health incidents should be maintained with the same level of detail and confidentiality as other WHS records.

10. Privacy

KOI is bound by the *Privacy Act 1988* and the *Australian Privacy Principles (APPs)* under the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* with respect to the collection, use and disclosure of personal information. Please see KOI's Privacy policy www.koi.edu.au for more information.

KOI recognises the sensitive nature of mental health information and ensures that all such information is handled with the utmost confidentiality and in compliance with privacy legislation.

11. Relevant legislation

KOI is committed to ensuring compliance with all relevant Commonwealth and State Based Legislation where applicable. KOI's WHS Policy complies with the following Federal and State legislation:

- *Fair Work Legislation Amendment (Closing Loopholes) Act 2024*
- *Higher Education Standards Framework (Threshold Standards) 2021*
- *Work Health and Safety (Psychosocial Risks) Amendment Regulation 2022*
- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulation 2017*
- *Workplace Injury Management and Workers Compensation Act*

Document control

Policy title	Workplace Health and Safety Policy
Policy owner	Vice President (Operations)
Policy approver	AIBM Council
Policy version date	22 November 2025. Version 2.3
Date of approval	22 November 2025
Date of Next Review	22 November 2027
Changes in this version	Definitions are now included for the following: psychosocial hazards; mental hazards; and work-related stress. Additional references to psychosocial and mental health issues now added to several sub-sections, including General Principles, Responsibilities, WHS Consultation, Risk management procedures, Resolving WHS Issues – Procedures, Privacy, and Relevant legislation

Attachment 1: KOI Risk Matrix

LIKELIHOOD MATRIX

Level	Descriptor	More Detail
A	Almost certain	Is expected to occur in most circumstances
B	Likely	The event will probably occur at least once
C	Possible	The event might occur at some time
D	Unlikely	The event is not expected to occur in normal circumstances
E	Rare	The event may occur only in exceptional circumstances

POTENTIAL CONSEQUENCES MATRIX

Level	Descriptor	More Detail
1	Insignificant	Minor Injuries or discomfort. No medical treatment or measurable physical effects. Minimal or no damage to equipment or property
2	Minor	Injuries or illness requiring medical treatment. Temporary impairment. Any damage to equipment or property easily repaired - low cost
3	Moderate	Injuries or illness requiring hospital admission. Impairment may be temporary or longer duration. Damage to equipment or property requires more time and cost to repair.
4	Major	Injury or illness resulting in permanent impairment. Damage to equipment or property requires more extensive time and cost to repair. Replacement may be required.
5	Catastrophic	Fatality. Damage to equipment or property very costly and time consuming - replacement probable or no repair/replacement possible.

LEVEL OF RISK

		Potential Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Medium (M)	High (H)	Very High (VH)	Very High	Very High
	Likely	Medium	High	High	Very High	Very High
	Possible	Low (L)	Medium	High	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Low	Medium

Attachment 2: Risk Assessment Templates

RISK ASSESSMENT CHECKLIST

Section _____ Building _____ Room /Area _____

Inspected by _____ Date of Inspection ____/____/____
(Name and designation)

- Look at each item
 - tick the box ☒ if the item is acceptable (no risk) or N/A if not applicable to your area
 - if you find a problem put a cross (x) in the box and describe the problem.
- Determine the level of risk (L - V.H) using the KOI Risk Assessment Matrix for guidance.
- Complete a **Hazard Control Plan (HCP)** for each hazard identified to see if the hazard and associated risk can be eliminated, substituted, isolated or engineered out before you consider the lower order control measures of administrative controls or personal protective equipment. Ask for assistance from the WHS Officer if needed.
- Number each *Hazard Control Plan*, enter the number in this form, attach and file for future reference and audits.
- Send a copy of the completed Checklist and any associated Plans to the WHS Officer.**

Item Inspected	Describe the problem (hazard)	Risk Level	HCP Attached
AISLES/AND CORRIDORS			
Clear of materials and rubbish? ☐			
Adequately lit? ☐			
STAIRS AND LANDINGS			
Emergency Exit signage functioning? ☐			
No worn or damaged treads or hand rails? ☐ Landings clear of obstructions? ☐			
Is lighting adequate? ☐			
FLOORS			
Even surface - no holes, cracks or lifting tiles, carpet? ☐			
Floors clean and clear of obstructions? ☐ Are there any slippery surfaces? ☐			
WORK SPACES / MACHINES			
Adequate work space (floor space)? ☐ Area tidy and uncluttered? ☐			
Computer work stations set up according to Ergonomic design ☐ Computer screens located to minimise tired eyes? ☐			

(i.e. they don't look directly toward or away from window.) Photocopying equipment located in ventilated area? ☐			
FURNITURE Do ladders used for work at heights meet Aust. Standards? ☐ Are trolleys provided to move boxes/equipment etc.? ☐ Are filing cabinets stable (not over loaded) ☐ Are desks/benches stable and suitable for the work? ☐ Are copy holders needed at any work stations? ☐ Are computer keyboards at the right height? ☐ Are chairs stable and in good condition? ☐ Are work station chairs adjustable for height and tilt? ☐ Are footrests available at work stations if required? ☐			
LIGHTING Is lighting adequate for the work area? ☐ Are there any flickering or expired lights? ☐			
STORAGE Storage adequate and convenient and free of rubbish? ☐ Bookshelves not overloaded or leaning forward? ☐ Are heavy items stored at waist height? ☐			
ELECTRICAL SAFETY Electrical appliances & leads, tested & tagged and current? ☐ No unprotected leads over traffic or access ways? ☐ No broken plugs, sockets or switches? ☐ No frayed cords? ☐ No double adaptors in use? ☐			
ROOM HEATERS /AIR CONDITIONERS Are heating/cooling units effective for the work area? ☐ Are heaters in good working condition? ☐ Are heaters situated clear of flammable items? ☐			
RUBBISH AND RECYCLING Bins emptied regularly? ☐ Recyclable materials stored safely? ☐			
HYGIENE			

Are emergency numbers (poison etc) displayed? ☐			
Common rooms clean and tidy? ☐			
Are food preparation areas clean and hygienic? ☐			
Are fridges and food storage areas kept clean & hygienic? ☐			
Adequate drinking, washing facilities, soap and towels? ☐			
Adequate and clean toilet facilities / supplies? ☐			
FIRE SAFETY			
Does the work area have a fire warden? ☐			
Fire extinguishers been tested, tagged and current? ☐			
Does area require fire blanket? ☐			
Are fire, and sprinkler heads clear of obstructions? ☐			
Clear instructions displayed for evacuation? ☐			
Adequate direction signs for emergency exits? ☐			
Access to all fire safety equipment unobstructed? ☐			
Correct operation of fire doors? ☐			
Fire doors and emergency exits clear of obstruction? ☐			
FIRST AID			
Are First aid signs clearly displayed? ☐			
Are First aid kits and their contents clean orderly and adequately stocked and not expired? ☐			
Do kits have contact details for the nearest First Aider and emergency personnel clearly displayed? ☐			

HAZARD CONTROL PLAN

NAME AND POSITION _____

Note: please allocate a control plan number & enter it on your checklist

CONTROL PLAN NUMBER _____ BUILDING & ROOM NUMBER _____

HAZARD _____

TASK/PROCESS RELEVANT TO HAZARD _____

If the answer to the first question below is 'yes', then follow through each option in turn and record the actions to be taken. It may be best to use a combination of control measures. *Note: Provide adequate training where required.*

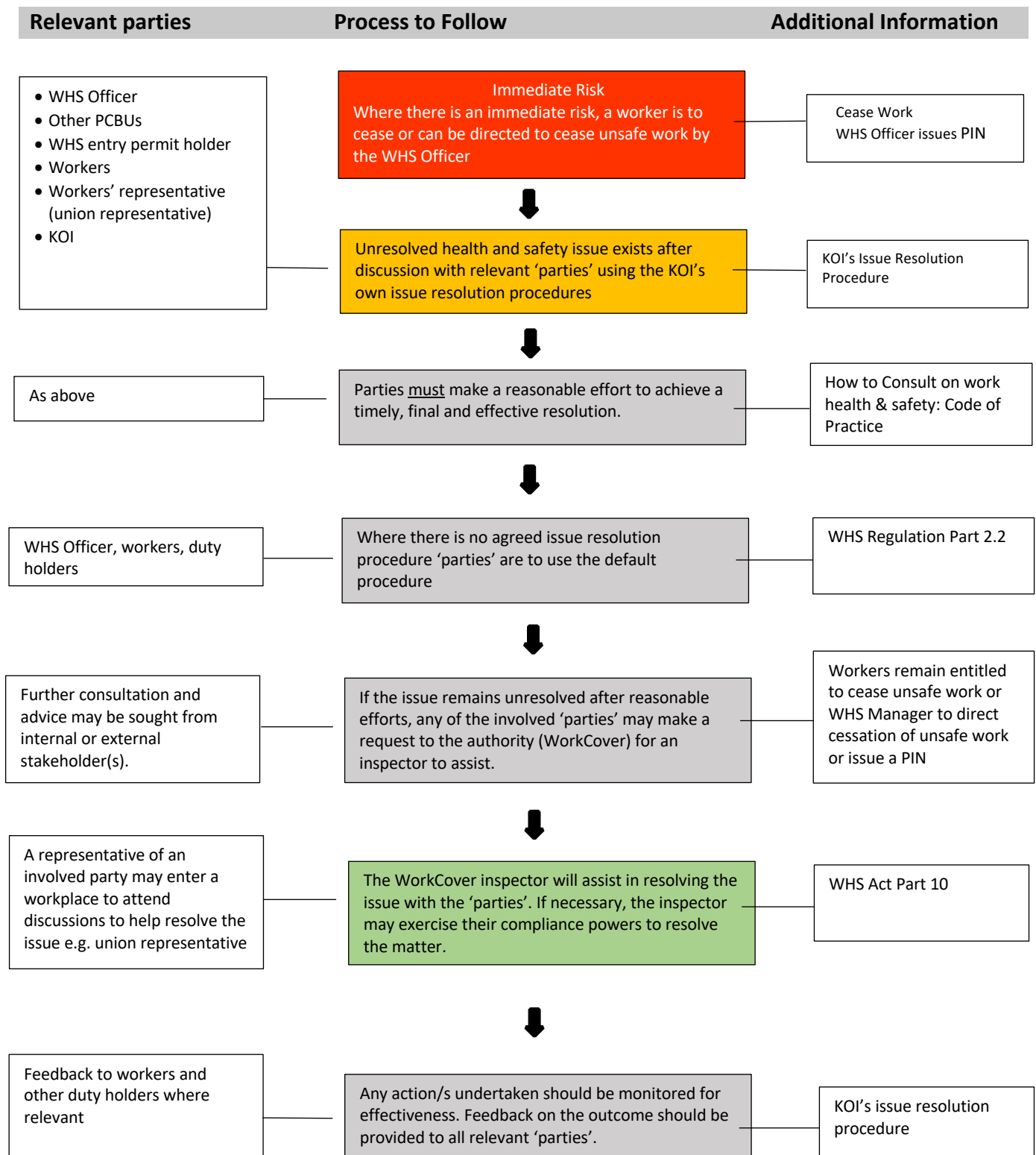
Is the task/equipment/process ELIMINATE task/equipment/process necessary?	— No —>	ELIMINATE task/equipment/process
↓	Yes	
Is it possible to substitute the task/equipment/process with a less hazardous one?	— Yes —>	<u>Describe the control</u>
↓	and/or	
Is it possible to isolate the task/equipment/process or the operator?	— Yes —>	<u>Describe the control</u>
↓	and/or	
Would an engineering control or design changes reduce the risk?	— Yes —>	<u>Describe the control</u>
↓	and/or	
Is it possible to reduce the risk with Administrative controls?	— Yes —>	<u>Describe the control</u>
and/or ↓		
Can the risk be reduced by the use of Personal Protective Equipment?	— Yes —>	<u>Describe the control</u>

KOI RISK REGISTER

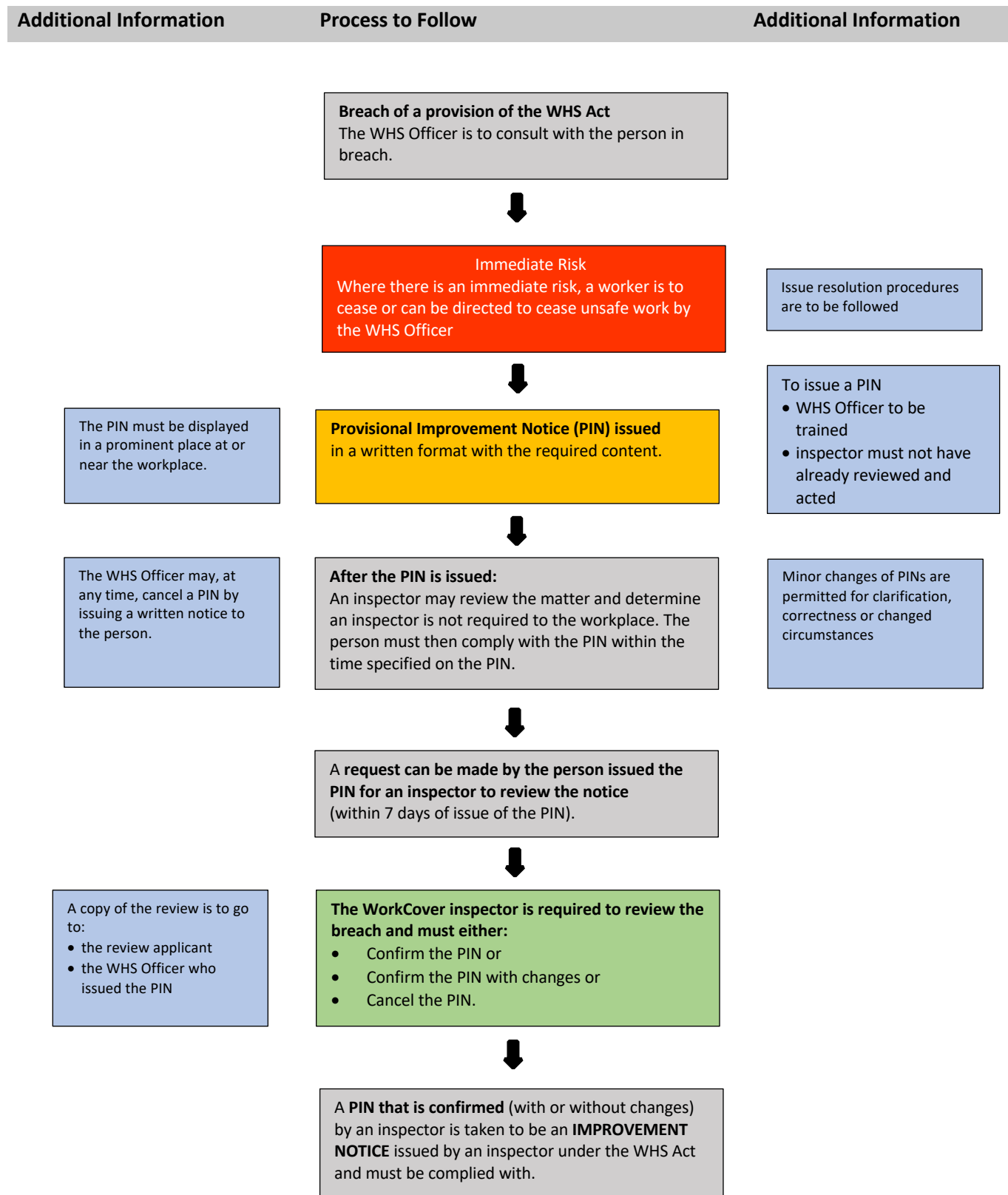
Department/Area: _____ Name of person completing Register: _____

Date	Risk description	Location	Risk level (as per Risk Assessment)	Risk control measure(s)	Date by which controls to be implemented	Person responsible for implementation	Controls implemented (Y/N)	Date controls are due for review

Attachment 2: More Serious Issue Resolution Process (Source Work Health and Safety Act 2011 Fact Sheets)



Attachment 3: PIN Process (Source Work Health and Safety Act 2011 Fact Sheets)



KOI WHS Incident Report Form

Please complete this form in the event of a workplace incident including incidents, near misses, hazards, illness and/or injury to staff, students and visitors to KOI premises. Complete all relevant details.

1. Details of person involved (if more than one person - please separately attach details of each person)

First name:		Position <i>or</i> Student Number:	
Last (Family) name:		Date of birth:	____/____/____
Person's email:			
Department/ Course:		Manager /teacher's name:	

2. Injury or illness details

Date of incident		Time of incident		☐ AM ☐ PM
Nature of incident:				
For injury/illness - Bodily location of injury/illness (for illnesses include symptoms):				
Location at time of injury/illness:				
How did the incident occur?				
Was any plant, equipment, substance or thing involved in the incident? If yes, please provide details:				

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3. Witnesses

Were there any witnesses to the incident?	☐	Yes	☐	No.
If yes, please list name and contact number for each witness:				
Name:			Contact:	
Name:			Contact:	
Name:			Contact:	

4. Follow up

Has the incident been reported to the person's supervisor or relevant academic manager?	☐	Yes	☐	No	Was any treatment provided?	☐	Yes	☐	No
If yes, please provide details:									
What did the person(s) involved do after the incident? Please provide details:									

5. Details of person completing this report.

First name:		Last name:	
Position:		Department:	
Signature:		Date:	___/___/___
If you are not the person involved in the incident, did you witness the incident?		☐	Yes ☐ No

6.0 TO BE COMPLETED BY MANAGER/SUPERVISOR OF INJURED / ILL WORKER OR THE ACADEMIC MANAGER /VICE-PRESIDENT ACADEMIC (whichever relevant)

Has an investigation been conducted into the incident?	☐	Yes	☐	No	If yes, by whom?	
What controls have been implemented to ensure the incident doesn't happen again:						

Employer confirmation			
I,			
(Position)			of King's Own Institute
hereby confirm receipt of this notification.			
Signature:		Date:	____/____/____