

WORKPLACE HEALTH AND SAFETY (WHS) POLICY & PROCEDURE

Introduction

The Kings Own International College (KOIC) is committed to providing a safe and healthy environment for all staff, students, contractors and visitors. This Workplace Health and Safety (WHS) Policy and Procedure ensures compliance with the Work Health and Safety Act 2011 (Cth) and related regulations including Work, Health and Safety Regulations 2011 (Cth) and Standards for Registered Training Organisations (RTOs) 2025, the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018, and English Language Intensive Courses for Overseas Students (EICOS) Standards 2018, fostering a culture where health and safety are integral to all activities.

Purpose

The purpose of this policy is to:

- Ensure health, safety and welfare of all stakeholders at KOIC premises.
- Identify and manage risks in compliance with Australian WHS laws.
- Promote a proactive approach to WHS through training, consultation and continuous improvement.

Scope

This policy applies to all students (domestic and international), staff, contractors and visitors of KOIC and all KOIC campuses and locations where KOIC activities take place.

Policy Statement

KOIC prioritises the health, safety and welfare of all individuals engaged in its operations. KOIC is dedicated to implementing and maintain robust WHS practices to prevent accidents, injuries and illness.

Through a proactive approach, KOIC will create an environment that:

- Promotes physical and psychological well-being.
- Encourages collaboration and accountability in safety management.
- Ensures compliance with Australian WHS laws and industry standards.

KOIC recognises its duty of care to staff, students and stakeholders and will engage in continuous improvement to ensure all activities, facilities and services meet the highest safety standards.

Definitions

Contractor	An external individual or company engaged to perform work at the KOIC premises.
Duty of Care	A legal obligation to ensure the safety and well-being of others.
Hazard	A situation or object that has the potential to cause harm.
Incident	An unplanned event that results in or could result in injury, illness or damage.
Risk Assessment	A systematic process of evaluating potential risks associated with hazards.
WHS	Workplace, Health and Safety

Regulatory and Legislative Requirements

- ELICOS Standards 2018
- ESOS Act 2000
- ESOS National Code 2018
- NVR Act 2011
- Standards for RTOs 2025
- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth)

Workplace Health and Safety (WHS) Procedure

1. Hazard Identification and Risk Assessment

As per *KOIC's Hazard Identification and Risk Management Policy and Procedure*;

- Regular inspections are conducted to identify potential hazards in classrooms, offices and other campus areas.
- Risk assessments are completed for identified hazards, determining the likelihood and severity.
- Controls are implemented to mitigate risks, including elimination, substitution, engineering and administrative controls.

2. Incident Reporting

All incidents, injuries or near misses must be reported using the **KOIC Incident Report Form**.

- Reports are submitted to the Compliance Manager or Student Services Officer (SSO) within 24 hours of the incident.
- Investigations are conducted to determine causes and prevent recurrence.

3. Emergency Management

Emergency procedures, including evacuation plans are displayed in all KOIC premises.

- Regular evacuation drills are conducted to ensure preparedness.
- Fire extinguishers, first aid kits, and emergency exits are inspected regularly.

4. First Aid

KOIC ensures that first aid equipment and trained first aid officers are in place in accordance with legislative requirements and that all students, staff, stakeholders and visitors to KOIC have adequate access to first aid in the event of workplace injury or illness.

- KOIC first aiders are identified on-site, and their contact details are displayed in prominent locations across KOIC premises to ensure quick access in emergencies.
- KOIC first aiders must hold a current first aid certificate and are responsible for ensuring KOIC maintains a fully stocked first aid kit at all times.
- KOIC's Compliance Officer will maintain the register of qualified first aid officers and ensure they are displayed on-site.

5. Drugs and Alcohol

The quality of our services and commitment to workplace health and safety will not be compromised by the presence of individuals under the influence of alcohol, non-prescribed drugs, or prescription medication taken beyond the prescribed dosage.

- All KOIC staff and contractors must be in a fit state to carry out their duties safely and effectively. Workers must not be under the influence of alcohol or other impairing substances while at KOIC.
- KOIC maintains a zero-tolerance approach to drugs and alcohol. Students, staff and contractors are not permitted on KOIC premises while under influence of drugs or alcohol under any circumstances.
- If a student, staff member or contractor is suspected of being impaired by alcohol drugs or other substances, they will be immediately removed pending further assessment.
- Students, staff and contractors are responsible for taking prescription or pharmacy medications in accordance with medical advice. If medication may impair their ability to work or study safely, they must inform a member of KOIC management so that appropriate control measures can be implemented.
- If drugs or alcohol are found on KOIC premises, an investigation will be conducted to determine responsibility and may include drug or alcohol testing of relevant personnel.
- Disciplinary action, up to and including the termination of enrolment of employment or contract, may be taken if an individual is removed from KOIC premises due to impairment, tests positive for illegal substances or has a blood alcohol concentration above 0.05 or refuses to undertake a drug or alcohol screen or is found supplying illegal drugs at KOIC.

This procedure does not prohibit the responsible consumption of alcohol at KOIC-approved functions and events of a social nature, provided the consumption does not pose a risk to the health and safety of participants or professionalism of the event.

6. Electrical Equipment

KOIC is committed to ensuring all electrical equipment is safe and in proper working condition. Any electrical equipment that damaged, faulty or not functioning correctly must be reported to a member of KOIC staff, following the *KOIC Hazard Identification and Risk Management Policy and Procedure*. Under no circumstances are students and staff permitted to attempt repairs or undertake any tasks related to fixing electrical equipment.

7. Computer Facilities and Workstation Ergonomics

Prolonged computer use can cause fatigue, eye strain and musculoskeletal discomfort. Repetitive tasks and poor posture may lead to poor posture and ongoing health issues. To mitigate these risks KOIC encourages:

- Taking regular breaks involving movement and stretching.
- Adjusting your chair so feet are flat on the floor (or footrest) and arms are at a 90-degree angle.
- Position the computer screen at eye-level, at a comfortable viewing distance, and free from glare or reflections from lights and windows.

8. Manual Handling (Lifting)

Incorrect manual handling techniques can result in injuries. To minimise these risks, KOIC staff and students should:

- Always assess the load before lifting – if it is too heavy, seek assistance.
- Use proper lifting technotes; bend at the knees, back straight and hold the load close to your body.
- Use mechanical aids or equipment where appropriate.

9. Work and Study Areas

KOIC maintains designated work and study areas to support a safe and productive environment. All individuals are expected to:

- Keep areas clean, tidy and free from clutter.
- Ensure exits, pathways and emergency access points are always clear.
- Return equipment and materials to their proper places after use.

- Maintain cleanliness in shared spaces, including kitchen and break areas.

10. Slips Trips and Falls

To reduce the risk of slips, trips and falls in KOIC environments, staff, students and stakeholders are expected to:

- Wear footwear suitable for the work or study areas.
- Use safety features such as handrails when using stairs.
- Never stand on desks, chair or other unstable surfaces.
- Clean up spills immediately to prevent slipping hazards.
- Move carefully through spaces, avoiding rushing which can increase the risk of accidents.

11. WHS Training

- All staff, students receive WHS induction/orientation upon joining KOIC.
- Refresher training is conducted annually or as required.
- Specific WHS training is provided for high-risk tasks or roles.

Procedure Summary Table

Step	Action	Responsibility	Timeframe	Reference / Use
1	Identify hazards through inspections, reports or observations and record in the Hazard Register.	All staff, Students, Contractors	Ongoing	Hazard Identification & Risk Management Procedure, Hazard Register
2	Conduct risk assessment to determine likelihood and consequence of identified hazard.	Compliance Officer / SSO	Within 2 business days of identification	Risk Assessment Template
3	Implement risk controls using hierarchy of controls (elimination, substitution, engineering, administrative, PPE).	Compliance Officer / CEO / Relevant Staff	As soon as practicable	Risk Control Plan
4	Report incidents, injuries or near misses using KOIC Incident Report Form.	Staff, Students, Contractors	Within 24 hours	Incident Report Form
5	Investigate incidents to determine root cause and corrective actions; escalate serious incidents.	Compliance Officer / SSO	Commence within 2 business days	Incident Investigation Record
6	Activate emergency response where required (evacuation, first aid, emergency services).	All Staff / First Aid Officer / Emergency Services	Immediate	Emergency Management Plan
7	Provide first aid and document treatment provided.	Qualified First Aid Officer	Immediate	First Aid Register
8	Communicate WHS expectations, hazards and controls to staff and students.	Compliance Officer / SSO	Ongoing	Induction Materials, Student Handbook
9	Deliver WHS induction and refresher training.	Compliance Officer	On commencement; annually	Training Records

10	Review incidents, hazards and trends; update controls and policies as required.	Compliance Officer / CEO	Quarterly	Continuous Improvement Register
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Roles and Responsibilities

Role	Responsibility
CEO	Oversee compliance with regulatory requirements and approve policy updates. Provide adequate resources for implementing and maintaining WHS systems.
Compliance Officer	Conduct regular audits and risk assessments, monitors WHS performance, ensures adherence to WHS policies and procedures, and coordinates WHS training programs.
Student Services Officer (SSO)	Supports students in WHS matters, manages incident reports, ensures WHS communications are delivered effectively and assists in risk assessments related to student activities.
Staff	Follow WHS procedures and report hazards or incidents promptly. Participate in WHS training and initiatives and ensure their actions do not endanger others.
Students	Adhere to KOIC's WHS rules and guidelines. Report hazards, incidents or unsafe practices to staff and cooperate in maintaining a safe learning environment.

Policy Implementation

The Workplace Health and Safety (WHS) Policy and Procedure will be implemented through a structured and embedded approach that integrates WHS responsibilities into KOIC's day-to-day operations, governance arrangements and learning environment.

All staff, contractors and students will receive WHS induction upon commencement, including information on hazard identification, incident reporting, emergency procedures, first aid access and personal responsibilities. Refresher training will be conducted annually and targeted WHS training will be provided where higher-risk activities or roles are identified.

The WHS Policy, procedures, emergency information and reporting mechanisms will be published in the Student Handbook, staff induction materials, learning management system and displayed prominently across KOIC premises. Emergency evacuation plans, first aid officer details and safety signage will be clearly visible at all campuses.

The Compliance Officer will monitor WHS implementation through regular inspections, quarterly reviews of incident and hazard registers, training completion checks and feedback from staff and students. WHS outcomes and identified risks will be reported to the CEO and recorded in the Continuous Improvement Register to ensure ongoing monitoring, corrective action and regulatory compliance.

Monitoring and Review

KOIC reviews the Workplace Health and Safety policy and procedure every two years to ensure compliance and effectiveness. WHS performance is reviewed quarterly through internal audits and feedback from staff and students is incorporated into improvement plans.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2025	New policy for KOIC	CEO	12 Feb 2025	Compliance Team	Jan 2026
V2.0	July 2026	Updated policy in line with the new Standards for RTOs 2025	CEO	11 July 2025	Compliance Team	Jul 2027
V2.1	Apr 2026	Re-brand of policy to KOIC	CEO	1 Apr 2026	Compliance Officer	Apr 2028

Policy and Document Information

Author:	Compliance Officer
Policy owner:	Compliance Officer
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