

Institute Security and Safety Policy

Date of Approval by Governing Board: 1st Oct '15

Date of review: Oct '19

1. Purpose

1.1 The policy set outs Leaders Institute (LI) commitment to ensure that healthy, safe and secure environment is provided.

1.2 LI is committed to provide an environment which enhances the experience for students and allows staff in academic and service areas to work actively and creatively without risk of injury or illness

2 Principles

2.1 LI places high priority on the staff and student security and safety and therefore does its utmost to enhance its support services for staff and students in order that they achieve better living experiences while working or studying at the Institute.

2.2 LI's goal is to provide an environment which ensures that staff and student welfare is not compromised in any way.

2.3 LI is committed to providing a strong leadership where responsibilities for health, safety and security are clearly defined throughout all levels of the organisation

2.4 LI is committed to the integration of health, safety and security planning, monitoring and reporting into Institutes management structures.

2.5 Provide effective consultation and communication of health, safety and security issues through the involvement of all members of the LI community.

2.6 Provide systems that ensure the identification and control of workplace hazards and compliance with regulatory requirements.

2.7 Ensure adequate and ongoing resources to ensure the design, construction and maintenance of buildings and the purchase and maintenance of materials and equipment, comply with legal requirements and take into consideration the safety, security, health and wellbeing of the LI community.

2.8 The provision of information, instruction, training and supervision that will allow all staff and students to perform their work in as safe a manner as possible.

2.9 The provision of advice and information which aims to protect the personal safety of staff and students and the safety of LI and personal property.

2.10 Support for those whose health has been affected by the workplace.

2.11 Provide adequate systems and resources to manage potential emergency situations and testing and review of such systems on a regular basis.

2.12 Ensure the allocation of resources to develop and support the health, safety and security management systems of LI.

3 Definitions

Health - is defined as both physical and psychological health.

Hazard - is defined as a situation that has the potential to cause injury or illness, harm to health and/or danger to property or the environment.

Workplace - is defined as any location where LI activities of staff and students occur and includes field locations, overseas travel locations, work placements and all external spaces.

LI Community - is defined as all staff, contractors engaged by LI, students and visitors to LI premises.

3 Roles and Responsibilities

3.1 All persons who have a responsibility for the management of others are accountable for the health, safety and security standards of the work environment and for the health, safety and security of all staff, students, contractors and visitors under their control.

3.2 Health, safety and security are shared responsibilities and all members of the LI community must co-operate to ensure a high standard of health, safety and security is maintained for all people within the workplace.

3.3 LI prohibits smoking at all times in its premises, within three metres of building entrances and vehicles. If breached, disciplinary action may be taken against the staff member.

4 Scope

4.1 This policy is applicable to all staff, students, visitors and contractors at LI.

4.2 The policy should be read in conjunction with the following documents:

- *Institute Security and Safety Procedures*
- *Staff Code of Conduct*

Institute Security and Safety Procedure

1. Context

- 1.1 Leaders Institute (LI) recognises that the health and safety of its staff, students, visitors and contractors are important.
- 1.2 LI will ensure appropriate modes are present to prevent injury or illness in the workplace.
- 1.3 LI ensures compliance with regulatory requirements
- 1.4 Provide a crime free environment where students, staff and visitors can work and study without threat or fear
- 1.5 LI will continually improve the standard of health, safety and personal security within the workplace
- 1.6 LI will do everything that is reasonably practicable to protect the physical property both of the Institute and of staff, students, contractors and all visitors
- 1.7 LI will integrate health, safety and security into the Institutes management structures, systems and strategies

2 Procedures

- 2.1 The Management Team will monitor and ensure that staff and student security and safety measures are enforced.
- 2.2 There are no classes at the premise outside 0800 hours to 2200 hours on any working day. The security system of the premise will be working during such period of time.
- 2.3 The promise is next to most modes of public transport: train and buses. Therefore, it is considered as low risk and safe for public access. Although the Institute is well located and easily accessible by public transport, staff and students are advised to take all practicable steps to ensure their own safety at all times.
- 2.4 Work Health and Safety
 - 2.4.1 The Institute aims to provide all staff and student with a safe and healthy place in which to work and study. To achieve this, we make every effort in the areas of accident prevention, hazard control and health preservation and promotion, to ensure compliance with the Work Health & Safety Act 2000 and Work Health and Safety Act 2011.
 - 2.4.2 The Institute will set up a program of activities and procedures which will be continually reviewed and effectively carried out. This program relates to all aspects of work health and safety including:
 - WH&S 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 WH&S equipment, services and facilities;

- workplace inspections and evaluations;
- reporting and recording of incidents, accidents, injuries and illnesses; and
- provision of information to staff and students.

2.4.3 While the Institute will ensure that its premises meet the Australian Work Health and Safety guidelines, staff and students must take all practicable steps to ensure their own safety while at our premises

2.4.4 Accidents, incidents or hazards occurring within the premises must be reported to the Institute management team. And an accident/Injury/Incident report must also be submitted.

2.5 Emergencies and Evacuation

The Institute will conduct frequent fire drills. Nevertheless, all staff and students located at the premises must take note of the following:

- In the event where the premises need to be evacuated, staff and students who are not in class sessions must follow the instructions from Safety Wardens or authorized personnel.
- In the event of an emergency where the staff and students are in class, they must follow the procedures as instructed by the Safety Wardens.
- Staff and students refusing to abide by the Institute's emergencies and evacuation procedures will be regarded as misbehaviour and subjected to disciplinary action in accordance with the Institute's Code of Conduct Policy.

2.6 The Institute will meet its obligations under relevant legislation, in particular, the Work Health and Safety (First Aid) Regulations. We have qualified First Aid officers and facilities in place for the urgent treatment of any illnesses and injuries in the workplace.

2.7 The Institute is smoke free at all times. This includes meeting rooms, and applies to visitors as well. There are no designated smoking areas within the Institute. There is no provision for smoking breaks during working hours, you can organise breaks as long as your work is still being delivered on time.

2.8 The Institute does not permit using alcohol in the workplace. The use of alcohol is highly detrimental to your safety and productivity.

2.9 Illicit drugs are not permitted in the workplace.