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Health and Safety Policy

1. Purpose

The purpose of this policy is to set out Headway Education's approach to health and safety of all its students, staff and other personnel on campus.

2. Scope

This Policy applies to all personnel including students, staff, contractors and visitors of Headway Education.

3. Policy

Headway Education values the health and safety of its students, staff, contractors and visitors. Along with this, Headway Education acknowledges the obligation to protect the health and safety of anyone on campus of Headway Education at all times.

Occupational health and safety laws, at the State and Federal level, also place a duty of care on Headway Education to ensure the health and safety of anyone on campus.

Ensuring health and safety is not just the responsibility of Headway Education, but must be shared with students, staff, contractors and visitors. Students, staff contractors and visitors are expected to take reasonable care for their own health and safety and refrain from actions which may put themselves or others at risk.

Headway Education will ensure that it:

- Reduces health and safety risks through documented processes of hazard identification, assessment, implementation and review of controls.
- Investigate all reported risks or incidents.
- Ensure health and safety risks or incidents which are identified and reported are subject to a risk assessment evaluation in a timely manner.
- Monitor, report and respond to any risks or incidents which have been investigated.
- Provides all staff and students receive health and safety training on induction/orientation.
- Inform students, staff, contractors and where practicable, visitors of any updates or changes to health and safety matters.
- Has in place financial and physical resources to ensure effective health and safety measures are in place.

Students, staff contractors and visitors are expected to:

- Act in a manner that does not put themselves or others at risk.
- Report to the available staff at Headway Education on any issues which may be a health and safety risk as soon as practicable.
- Report to the available staff of any incidents where there has been injury to any person on campus immediately.
- Report to the available staff of any alleged bullying, harassment or discrimination they become aware of.

All the Health and Safety incidents will be recorded in Headway Educations' critical incident register.