



Workplace Health and Safety Policy

Effective Date: 2022.12.20

Last Reviewed: 2022.12.20

Version: v1.2 2026.03.26

1. Purpose

This policy outlines how Alphacrucis University College (AC) aims to provide a safe and healthy working and learning environment for all employees, students, volunteers, site visitors and tenants. This also includes ensuring workplace health and safety in facilities and venues for fieldwork, professional experience and work placement.

2. Scope

All staff, students and tenants

All delivery sites

3. Policy Statement

3.1. AC recognises its moral and legal responsibility to provide a safe and healthy work environment for staff, students, volunteers, site visitors and tenants and will endeavour to ensure they do nothing to place themselves or the local community at risk of injury or illness.

3.2. AC is responsible for:

- a. providing safe buildings, plant and systems of work;
- b. ensuring compliance with legislative requirements and standards, including the Work Health and Safety Act 2011;
- c. ensuring compliance with the AC Workplace Health and Safety framework;
- d. providing staff, contractors, volunteers and students with information, instruction, training and supervision for their safety, in accordance with the AC Workplace Health and Safety framework.

3.3. All staff, students, volunteers and site visitors are responsible for:

- a. adhering to the AC Workplace Health and Safety framework;
- b. reporting all hazards identified to the WHS Officer;
- c. complying with lawful instructions;
- d. not behaving in a wilful and reckless manner.

3.4. Workplace Health and Safety Committee

3.4.1. The Workplace Health and Safety Committee terms of reference can be found in the *Executive Terms of Reference Policy*

4. Procedures

Workplace Health and Safety procedures will be implemented by the Workplace Health and Safety Committee. These procedures include five key steps:

- 4.1. Identify the hazard – find out what could cause harm or endanger safety;
- 4.2. Assess risks – understand the nature of the harm that could be caused, how serious and the likelihood of occurrence;
- 4.3. Control risks – implement the most effective and practical control measure;
- 4.4. Review the control measures – ensure controls are working as planned;
- 4.5. Record all measures taken in the management process, including:
 - a. information about the threat or hazard;
 - b. assessment of associated risks;
 - c. decisions on control measures;



- d. implementation of control measures;
- e. evidence of monitoring and review.

5. Responsible for Implementation

5.1. Chief Financial Officer

6. Related AC Policies or Documents, Standards and Legislations

6.1. AC Policies or Documents

This policy is to be read in conjunction with the following AC policies available at ac.edu.au/ppm/:

- 6.1.1. Child and Young Person Protection Policy
 - 6.1.2. Critical Incident Management Policy
 - 6.1.3. Executive Terms of Reference Policy
 - 6.1.4. First Aid Policy
 - 6.1.5. Harassment, Bullying and Unlawful Discrimination Prevention and Response Policy
 - 6.1.6. Support for Students Policy
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7. Review and Revision

This policy will be reviewed by the Health and Safety Committee Chair on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the WHS Committee for endorsement and Executive for approval. Revisions will be communicated to all relevant stakeholders upon approval.

8. History of Approval and Amendments

Policy owner	WHS Committee Chair
Policy category	Management: WHS
Policy status	Approved
Approval Body	Executive
Endorsement Body	WHS Committee
Approval Date	2022.12.20
Last Review Date	2022.12.20
History of Policy Amendments	
v1 2022.12.20	Approved policy
v1.1 2025.09.16	Exec approved; endorsement body changed from Executive to VPO
v1.2 2026.03.26	New template, changed title from VPO to CFO

Add a new row for each version of the policy. Do not remove previous changes.

Appendices

N/A