

Health and Wellbeing Policy and Procedure

1 Purpose and scope

The policy provides an overarching commitment to the health and wellbeing of students, staff, contractors, visitors and the community at AIE Institute.

This policy applies to all members of AIE Institute's higher education community.

Safety, emergencies and the handling of critical incidents are outlined in *Safety, Emergency and Critical Incident Policy and Procedure*.

2 Objectives

AIE Institute is committed to providing a work environment that promotes the health and wellbeing of AIE Institute's community.

AIE Institute will:

- a. Maintain regulatory compliance with health and safety legislation
- b. Identify and act upon workplace hazards as per the processes in *Safety, Emergency and Critical Incident Policy and Procedure*
- c. Monitor and report on health and safety risks via AIE Institute's risk register
- d. Distribute health and safety information
- e. Promote and support wellbeing initiatives such as flexible working arrangements where possible
- f. Promote a smoke-free environment.

3 Implementation

The Board of Directors hold the ultimate responsibility for health, safety and wellbeing of members of AIE Institute's community. The CEO is responsible for promoting health, safety and wellbeing and all staff are responsible for implementing this policy. The Executive, managers and supervisors are responsible for undertaking monitoring and other activities within their teams to ensure compliance with this policy.

AIE Institute offers financial support for the first session with a counsellor from AIE Institute's approved list to refer students with mental health conditions to an external counselling provider for one free counselling session. Students should contact Student Support Services for assistance to access this service.

4 Procedure

4.1 Responsibilities

Staff are responsible for:

- a. Undertaking duties and activities in a manner that complies with health and safety requirements, and that do not adversely affect the wellbeing of others
- b. Promoting and supporting health and wellbeing among staff and students
- c. Distributing this policy as part of staff induction processes
- d. Acting in accordance with the purpose and objectives in this policy

- e. Organising, monitoring and undertaking training for themselves and their teams
- f. Reporting health, safety and wellbeing concerns

Students are responsible for:

- a. Undertaking activities in a manner that complies with health and safety requirements, and that do not adversely affect the wellbeing of others
- b. Acting in accordance with the purpose and objectives in this policy and procedure
- c. Reporting health, safety and wellbeing concerns.

Safety, Emergency and Critical Incident Policy and Procedure provides details of emergency and critical incident processes and contact details.

4.2 Complaints and appeals

If a student is not satisfied with an action or decision related to this policy and procedure, they may seek an appeal as outlined in *Student Grievance Policy and Procedure*.

If a staff member is not satisfied with a decision related to this policy, they may seek an appeal as outlined in *Staff Grievance Policy and Procedure*.

5 Definitions

Emergency means an incident that becomes more serious and requires coordination to address the wider implications. An emergency usually involves intervention by Emergency Services.

Health refers to the state of being free from illness or injury.

Incident means an event (e.g. alarm, small chemical spill), which requires an immediate response, but can be managed relatively quickly using local resources, possibly with the assistance of the Emergency Services.

Wellbeing is defined as the state of being comfortable, healthy, or happy.

6 Related documents

The following policies and procedures are related to this policy:

- a. Diversity, Equity and Fair Treatment Policy and Procedure
- b. Safety, Emergency and Critical Incident Policy and Procedure
- c. Staff Development and Scholarship Policy and Procedure
- d. Staff Grievance Policy and Procedure
- e. Student Support Policy and Procedure
- f. Student Grievance Policy and Procedure

The following legislation is relevant to this policy, however not all are mandatory for HEPs:

- a. *Equal Opportunity for Women in the Workplace Act 1999 (Cth)
- b. Age Discrimination Act 2004 (Cth)
- c. Anti-Discrimination Act 1977 (NSW)
- d. Australian Human Rights Commission Act 1986 (Cth)
- e. Disability Discrimination Act 1992 (Cth)
- f. Disability Standards for Education 2005 (Cth)
- g. Discrimination Act 1991 (ACT)
- h. Educational Services for Overseas Students Act 2000 (ESOS Act) (Cth)
- i. Fair Work Act 2009 (Cth)

- j. Racial Discrimination Act 1975 (Cth)
- k. Sex Discrimination Act 1984 (Cth)
- l. Work Health and Safety Act 2011 (ACT)
- m. Work Health and Safety Act 2011 (NSW)
- n. Work Health and Safety Regulation 2011 (ACT)
- o. Work Health and Safety Regulation 2017 (NSW)

*Under the Equal Opportunity for Women in the Workplace Act 1999, only organisations of 100 employees or more are required to demonstrate that they have a program for women employees.

7 Review

Three years from commencement.

8 Accountabilities

The Board of Directors is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and AIE Institute's higher education community via the website and other publications.