QI

QUANTUM INSTITUTE
OF HIGHER EDUCATION

Health and Safety Policy

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Health and Safety Policy

Purpose

Quantum Institute of Higher Education ('QIHE' or 'the Institute') is dedicated to providing a safe and healthy workplace environment for all to ensure a conducive and effective teaching and learning experience. The Health and Safety Policy ('the Policy') specifies the protocols and processes in place to facilitate a healthy work environment and help prevent workplace injuries or accidents.

Scope

This Policy applies to all staff, students, contractors, and visitors of QIHE.

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1. Policy Principles

In regard to health and safety, QIHE upholds the following principles:

i. **Proper Management System.** Establishment of an accountable leadership that establishes a proactive healthy and safety management system that minimises the risk of injury or illness for staff, students, contractors, and visitors of QIHE;

ii. **Compliance with Regulations.** Compliance with the applicable state and Commonwealth laws and regulations on health and safety;

iii. **Culture of Health and Safety.** Fostering a culture that encourages everyone to actively manage health and safety risk;

iv. **Training.** Providing appropriate health and safety training for all students and staff;

v. **Clear Information and Instruction.** Providing clear health and safety information and instruction to everyone related to QIHE;

vi. **Continuous Improvement.** Regularly reviewing health and safety risks to ensure effective controls are in place and remain relevant.

2. Strategies for Health and Safety

2.1 Culture and Information

i. QIHE will foster a culture of proactiveness and awareness regarding health and safety, encouraging early reporting and timely handling of risks.

ii. All health and safety information and procedures, including this Policy, will be easily accessible and clearly communicated during induction or orientation and be accessible on the Institute's website.

iii. Informative posters regarding health and safety information and procedures will be displayed at the campus.

iv. New procedures and information relating to health and safety will be relayed to all staff and students in a timely manner through announcements, training or professional development sessions.

v. All staff are required to be well informed of the health and safety procedures and information. This knowledge may also be a criterion in their performance evaluations.

2.2 Hazard and Risk Reporting and Management

In the case of a near miss or any health and safety incident, individual are required to follow the following steps of reporting and management:

i. Anyone who becomes aware of a potential risk or of any incident are required to report it immediately to the designated point of contact for immediate action. The designated points of contact are as follows:

   a. For potential risks or near misses that are identified by staff, the recommended first point of contact to report is their respective supervisor. The respective supervisor must then report to the Dean or nominee. The incident must also be detailed in the Incident Form;

   b. For potential risks or near misses that are identified by students, the recommended first point of contact is the Student Counsellor or Student Services Team. The report must then be escalated to the Dean or nominee;

   c. For health and safety incidents and emergency, staff or students must report immediately to the emergency personnel, whose contact details can be found on campus notice boards, Student Handbook or the *Emergency and Critical Incident Management Policy*.

ii. Incidents relating to threats towards health, safety and wellbeing may be considered as either a critical incident or non-critical incident;

iii. In the event of a critical incident, the first step of management is to ensure the wellbeing and safety of those involved as outlined in the *Emergency and Critical Incident Management Policy*;

iv. For health and safety concerns relating to gender-based violence and sexual harassment, the matter should be managed and reported in accordance with the *Sexual Assault and Sexual Harassment Policy*;

v. Anyone related to the Institute that is found guilty of deliberately endangering the health, safety, or wellbeing of another person whether on campus or off-campus such as pubs, private residences and social settings, will be investigated and penalised in accordance with applicable policies and regulations. In addition, in serious cases, the police may be notified;

vi. Students may be referred to or, should they choose to, access directly, the Institute's dedicated Student Counsellor for support in relation to health, safety or wellbeing concern. This matter will be handled with the upmost confidentiality;

vii. As part of its efforts to maintain a system for collecting and analysing de-identified data on reports, reports and information relating to the potential risk or incident must then be noted in the Critical Incidents Register which the Institute implements during the start of its operational phase. The Institute commits to being transparent, accountable and continuously improving its efforts to maintain health and safety of everyone surrounding the Institute.

3. Roles and Responsibilities

While the general principle is that all students and staff of QIHE have a responsibility to maintain safety and fostering health and wellbeing, the specific responsibilities assigned to various bodies within the Institute are as follows:

3.1 Governing Council

The Governing Council holds the responsibility for:

i. Establishing a health and safety prevention and control strategy for QIHE by developing and approving this Policy;

ii. Monitoring the implementation of this Policy;

iii. Evaluating the risk associated with health and safety to ensure that proper prevention and control is maintained;

iv. Regularly reviewing this Policy to enhance QIHE's health and safety prevention and control strategies.

3.2 Executive Management Team

The Executive Management Team has the authority for managing the operational aspects of QIHE. Therefore, it has responsibility for:

i. Implementing this Policy;

ii. Ensuring health and safety practices are practiced in QIHE;

iii. Timely handling and management of health and safety incidents or near misses;

iv. Regular maintenance and safety inspections of QIHE's premises and facilities;

v. Relaying the information and implementation of a positive culture that upholds health and safety for all;

vi. Providing regular trainings, drills and awareness as necessary to all on health and safety matters in line with this Policy and relevant state and Commonwealth laws and regulations;

vii. Providing reports to the Governing Council in each meeting of the Council improvements to this *Health and Safety Policy* to enhance QIHE's health and safety prevention and control strategy;

viii. At each meeting of the Governing Council, the Council will be informed of any major health and safety issue and the actions that followed.

3.3 Risk Committee

In their capacity in monitoring and managing risks at QIHE, the Risk Committee has the responsibility for:

i. Monitoring health and safety risks;

ii. Recommending to Governing Council strategies to help mitigate health and safety risks.

3.4 Staff Responsibilities

All staff are expected to contribute to an environment that facilitates health and safety at QIHE by:

i. Being aware and well versed on the health and safety principles and protocols that are outlined in this Policy;

ii. Abiding by the safety work rules and protocols relating to health and safety that are applied at QIHE;

iii. Acting in a manner that does not endanger the health and safety of any person;

iv. Participate in mandatory health and safety training sessions as required by QIHE;

v. Report all potential or occurring health and safety accidents, incidents and hazards to ensure timely and proper handling;

vi. Provide students with the guidance and proper health and safety information required at the campus.

3.5 Student Responsibilities

All students are expected to contribute to an environment that facilitates health and safety at QIHE by:

i. Being aware and well versed on the health and safety rules and regulations that are outlined in this Policy and the Student Handbook as well as emphasised during student orientation;

ii. Abiding to the health and safety rules and protocols at QIHE;

iii. Taking reasonable care of their health and safety and others by refraining from activities that might pose as a danger towards themselves and others;

iv. Report all potential or occurring health and safety accidents, whether on campus or off-campus incidents and hazards to ensure timely and proper handling.

4. Oversight and Enforcement

In addition to QIHE's internal governance structures, QIHE's compliance with the National Code to Prevent and Respond to Gender-Based Violence (2025) is monitored by the National Student Ombudsman. QIHE affirms its responsibility to cooperate fully with the Ombudsman,

including providing requested data and reports, and implementing any recommendations or directives to ensure the highest standards of safety and wellbeing are maintained for student and staff.

5.   Privacy and Records Management

QIHE upholds the importance of everyone's privacy. All records and information regarding health and safety that involves any individual will remain confidential within QIHE's database. All records will be kept in accordance with the *Records Retention Policy*.

6.   Monitoring and Review

QIHE is dedicated to effective and sustainable operations to provide quality education. Therefore, QIHE regularly assesses the effectiveness of its policies and internal controls relating to health and safety management. The composition of this Policy and the strategies set within it undergo regular reviews in accordance with the *Policy Review Schedule*. In the event of new laws and regulations from the state or Commonwealth government relating to health and safety, QIHE will assess them and adjust the Policy in accordance with the applicable laws or regulations.

Glossary

Critical Incident refers to an event or situation that causes or has the potential to cause significant disruption to the operations of the Institute, poses a serious threat to the health or safety of individuals, or results in serious damage to property. Examples include natural disasters, fires, medical emergencies, and acts of violence.

Culture of Health and Safety refers to the shared values, beliefs and practices regarding health and safety within an organisation.

Hazard refers to a source of potential harm or a situation that could lead to an emergency or critical incident. Hazards can be physical, chemical, biological, or environmental.

Members of the Committee refers to all members of QIHE's Governing Body, including members of the Governing Council, Academic Board, Course and Industry Advisory Committee, Teaching and Learning Committee, Risk Committee. and Executive Management Team.

Near miss refers to an accident where no injury, illness or damage occurs but has a potential to do so. These incidents are important to report and analyse as they provide an opportunity to identify and address hazards before they result in harm.

Risk refers to the effect of uncertainty on objectives (as defined by The International Standard on Risk Management AS/NZS ISO 31000:2018).

Version Control

Version	1.1
Last Review	28 August 2025
Policy Category	Governing Council
Related Documents	*Emergency and Critical Incident Management Policy* *Human Resources Policy and Procedure* *Risk Management Framework* *Sexual Assault and Sexual Harassment Policy* *Staff Code of Conduct* *Student Code of Conduct*
Legislation References	TEQSA Higher Education Standards Framework (Threshold Standards) 2021 Sex Discrimination Act 1984 (Cth) Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2011(NSW) Work Health and Safety (Sexual and Gender-Based Harassment) Code of Practice 2025 National Code to Prevent and Respond to Gender-Based Violence (2025)
References	Australia Institute of Higher Education Institute of Health and Management Australia Ikon Institute of Australia Macquarie University The University of Sydney University of New South Wales