



13. Institute Security and Safety Policy

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| Purpose | Sets out the Institute's approach to security and safety. |
| Location | The policy is maintained on owncloud (original: Podio)- http://cloud.ee.edu.au/owncloud |
| Responsible | CEO |
| Responsible | CEO's Office |
| Effective date | 30 November 2016 |
| Review date | 30 November 2020, 30 November 2024 |
| Modification | Jun 2013 (V1), Nov 2016 (V2) |
| Related | Critical Incident Management Policy |
| Authority | Approved by Council |

1. Purpose

Elite Education Institute 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. Our goal is to provide an environment which ensures that staff and student welfare is not compromised in any way. This environment is in accord with the codes of Safe Work Australia.

2. Scope

This policy applies to all staff and students of the Institute.

3. Principles

- 3.1.1 The Institute Management Team will monitor and ensure that staff and student security and safety measures are enforced. A safe environment is promoted and fostered, including by advising students and staff on actions they can take to enhance safety and security on campus and online.
- 3.1.2 All students are advised of the actions they can take, the staff they may contact and the support services that are accessible if their personal circumstances are having an adverse effect on their education.
- 3.1.3 Timely, accurate advice on access to personal support services is available, including for access to emergency services, health services, counselling, legal advice, advocacy, and accommodation and welfare services.
- 3.1.4 The nature and extent of support services that are available for students are informed by the needs of student cohorts, including mental health, disability and wellbeing needs.



3.1.5 There is a critical-incident policy together with readily accessible procedures that cover the immediate actions to be taken in the event of a critical incident and any follow up required.

3.1.6 There are no classes at the premises outside 0800 hours to 2200 hours on any working day. The security system of the premise will be working during such period of time.

3.1.7 The premises are close to all modes of public transport: train, trams 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.

3.2 Occupational Health and Safety

3.2.1 The Institute aims to provide all staff and students 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 Occupational Health & Safety Act 2000 and Work Health and Safety Act 2011.

3.2.2 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 workplace health and safety including:

- OH&S training and education;
- review of work design, workplace design and standard work methods;
- changes to work methods and practices, 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.

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

3.2.4 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. See also 3.1.5 of this policy.

3.3 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 Institute 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.



- 3.4 The Institute will meet its obligations under relevant legislation, in particular, the Workplace 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.
- 3.5 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.
- 3.6 The Institute does not permit using alcohol in the workplace. The use of alcohol is highly detrimental to your safety and productivity.
- 3.7 Illicit drugs are not permitted in the workplace.
- 3.8 **Management Responsibilities**
The Institute Management Team is responsible to:
 - Identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;
 - Ensure the relevant acts and regulations that apply to working conditions and the work environment are observed and enforced;
 - Encourage consultation in addressing safety issues;
 - Develop and implement safe systems of work;
 - Provide adequate safety information, training and supervision.