
WELLBEING AND SAFETY POLICY

1 Purpose

This policy outlines ANZSOG's commitment to providing a safe learning environment that supports the wellbeing of all students enrolled in the Executive Master of Public Administration (EMPA) program.

2 Scope

This policy applies to standards and processes for ensuring a safe learning environment for EMPA students, and the obligations of all to ensure the wellbeing of other students and staff engaged in subject delivery and other activities whilst undertaking ANZSOG EMPA.

3 Guiding Principles

- 3.1 ANZSOG will endeavour to maintain the highest standards possible in the care of EMPA students in relation to core program activities, while recognising the main duty of care for student wellbeing is held by their employer as the sponsoring agent of the student.
- 3.2 ANZSOG is committed to:
 - i. ensuring appropriate health and safety management that identifies, eliminates or minimises risk of injury or illness to every individual associated with ANZSOG's operations and EMPA core subject delivery
 - ii. developing and maintaining a culture that encourages all those involved to actively manage health and safety risks
 - iii. Promoting emotional health and well-being of all those involved in administration and delivery of the degree
 - iv. promoting access to support services, information and awareness on maintaining personal wellbeing
 - v. continuously improving its safety management to eliminate work-related illness and injury
 - vi. maintain health and safety best practice that meets legislative obligations and industry codes of practice
- 3.3 ANZSOG's health and safety management of the EMPA program is consistent with the nature and scale of its operations and ANZSOG's whole-of-organisation Occupational Health and Safety policies and practices.
- 3.4 ANZSOG students and staff promptly reports hazards, incidents and injuries, including critical incidents, investigates where appropriate, and implements control measures to eliminate or minimise the risk of recurrence.

4 Policy Statement

- 4.1 EMPA students are responsible for taking reasonable care for their own safety, and for maintaining, supporting and contributing to a safe environment for their colleagues and staff, including ensuring that they personally follow safe practices while undertaking EMPA related study activities.
- 4.2 ANZSOG requires staff, faculty including guest contributors and other people involved in the delivery of core EMPA subjects to comply with relevant work health and safety legislation, codes of practice, and established good practice, including Australian Standards.

- 4.3 Subject leaders and professional faculty will exercise duty of care in relation to student safety and wellbeing during learning activities by ensuring concerns raised by students in relation to their safety or wellbeing or identified by the subject leader are referred to ANZSOG for appropriate support and follow-up.
- 4.4 Subject leaders, guest contributors and ANZSOG staff involved in the EMPA core subject delivery will report incidents or issues posing a serious risk to EMPA students to the EMPA Academic Director for monitoring and resolution. This process is detailed in the EMPA Wellbeing and Safety Procedure.
- 4.5 ANZSOG is responsible for:
 - i. considering wellbeing and safety matters in relation to program planning and delivery, and integrating best practice into ANZSOG's activities
 - ii. educating students on required health, wellbeing and safety standards in the core subject delivery
 - iii. providing students with access to information on support services or referring students to their sponsoring agency for appropriate support
 - iv. ensuring ANZSOG staff dealing with students have health and safety training, including first aid if required
 - v. consulting with subject leaders and EMPA support staff on health, wellbeing and safety matters where required
 - vi. enabling reasonable program adjustments to accommodate students with disability or injury
- 4.6 ANZSOG will maintain risk management practices by:
 - i. identifying and addressing potential health and safety hazards
 - ii. investigating and reporting incidents and injuries
 - iii. planning and reviewing emergency plans and responses
- 4.7 An appropriate recording system or software will be utilised to report, monitor and evaluate EMPA program health and safety incidents and responses
- 4.8 Students will be directed to equivalent wellbeing and safety policies of their sponsoring agency or conferring university in relation to EMPA activities outside of the core program or undertaken on their conferring university campuses.

5 Record Keeping

- 5.1 All documentation relating to student wellbeing and safety matters and fitness to study will be kept by EMPA support staff in line with the EMPA Information Management Policy and shall be disclosed only to those persons who have a right to the information, which includes the EMPA Academic Director, and any person delegated by them.
- 5.2 Written records related to wellbeing and safety issues will contain such information as is necessary for others to gain a clear understanding of the grounds for the concern and informing actions taken to address it.
- 5.3 An annual aggregated and de-identified summary and analysis of wellbeing and safety incidents across all EMPA core subjects delivered by ANZSOG will be tabled for noting at the first Academic Advisory Council meeting each year. This will be part of ongoing quality assurance monitoring for guiding and evaluating improvements to EMPA program delivery processes.

6 Definition of Terms

Term	Definition
Critical incident	A traumatic event, or the threat of such, which causes extreme stress, fear or injury.
Health	Physical, emotional and mental health.
Learning environment	The environment in which a student engages in ANZSOG activities, including classroom settings or information communication technology activities
Professional staff	All professionals employed by ANZSOG that assist with the delivery of EMPA core subjects, including casual or contracted academic and administrative staff.
Safety	Freedom from harm.
Student	any person enrolled in ANZSOG's EMPA program.
Wellbeing	The overall state of wellness.
Work Health and Safety Act 2011 (WHS Act)	is the primary Commonwealth legislation that governs health and safety in the workplace.

7 Related Policies

- Code of Conduct
- Diversity, Equity and Inclusion
- Information for Prospective and Current Students
- Information Management
- Student Disability
- Student Grievance and Complaints
- ANZSOG OHS Policies

8 Relevant Legislation and Guidelines

- *ACT Work Health and Safety Act 2011*
- *NSW Work Health and Safety Act 2011*
- *Qld Work Health and Safety Act 2011*
- *SA Work Health and Safety Act 2012*
- *Vic Occupational Health and Safety Act 2004*
- *Work Health and Safety Act 2011 (WHS Act)*
- AS/NZ 4801: 2001 Occupational Health and Safety Management Systems

9 Version History

Version Number	Audience	Responsibility	Approved By	Date Approved	Last Reviewed
1	Current Students Subject Leaders ANZSOG EMPA Delivery Team	Associate Dean and EMPA Academic Director	Associate Dean, UR and CEO	2020	July 2020