Occupational Health and Safety (OH&S) Policy

1. Purpose

To ensure Australian Study Link Institute (ASLI) will comply with WorkSafe Victoria's standards and the Occupational Health and Safety Act 2004 (VIC) and all relevant regulations, ensuring the safety and security of its staff, students, and visitors.

2. Scope

Australian Study Link Institute (ASLI) will ensure that all staff, students and visitors are fully informed of these safety and health requirements including Emergency Procedures that affect their duties or participation in vocational education and training.

3. Responsibility

ASLI's Chief Executive Officer (CEO), Campus Manager and Training Manager are responsible for the implementation and ongoing maintenance of this policy and for ensuring that all students, staff, contractors and visitors are fully informed of, and comply with, all Occupational Health and Safety (OHS) requirements, associated procedures and behavioural expectations. This responsibility includes ensuring organisational compliance with the Occupational Health and Safety (Psychological Health) Regulations 2025 by proactively identifying, assessing and managing psychosocial hazards, and embedding psychological safety within all OHS risk assessments, student and staff inductions, training programs and emergency response processes.

Student Support Officers, Managers, trainers, administrative staff and all other employees share responsibility for promoting and maintaining a safe learning and working environment for both students and staff. This includes monitoring wellbeing, identifying and escalating psychosocial risks or concerns, providing appropriate support or referrals, and addressing any behaviour that may compromise safety.

All individuals covered by this policy including students, staff, contractors and visitors must take reasonable care of their own physical and psychological health and safety, ensure their actions do not create risks for others, and promptly report any hazards, unsafe conditions or concerning behaviours. ASLI emphasises that safety and wellbeing depend on the cooperative effort and shared responsibility of everyone involved.

Where Occupational Health and Safety (OHS) legislation does not apply, Australian Study Link Institute (ASLI) will follow and comply with the relevant Work Health and Safety (WHS) legislation and guidelines applicable to that state or territory.

4. Definitions

Sexual Harassment: Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.

The Sex Discrimination Act 1984 (Cth) defines the nature and circumstances in which sexual harassment is unlawful. It is also unlawful for a person to be victimised for making, or proposing to make, a complaint of sexual harassment to the Australian Human Rights.

Examples of sexual harassment include but are not restricted to:

- Distribution or display of offensive pictures or written material
- Repeated unwelcome requests for social outings or dates
- Offensive comments about a person's appearance, dress or private life
- Unsolicited comments, messages or telephone calls of asexual nature
- Leering, patting, pinching, touching, indecent exposure and unnecessary familiarity, such as deliberately brushing up against a person;

Sexual harassment may result from a single incident or be an accumulation of acts. Both men and women can be sexually harassed.

The harasser does not have to intend to cause discomfort or distress for an action to be harassment. It is not an excuse for them to say they didn't mean to offend.

Victimisation: Victimisation is threatening or harassing a person because they;

- Have made a complaint or intend to make a complaint
- Are acting as a witness or intend to act as a witness
- Are supporting a victim or intend to support a victim

Bullying: Bullying is inappropriate treatment of a person that intimidates, offends, degrades or humiliates them. Bullying will not be tolerated at ASLI. Examples of bullying include;

- Verbal/ Physical abuse, insults, threats, continuous teasing or criticism
- Physically hurting another person
- Touching another person who doesn't want to be touched
- Overwork, unnecessary pressure, impossible deadlines
- Undermining work performance, unfair assessment
- Discrimination, racism, sexism
- Keeping someone out of a group
- Acting in an unpleasant way near someone
- Mucking about' that goes too far
- Harassment or any form of discrimination based on disability, gender, race or religion.

Discrimination: Discrimination is treating someone less favourably because of personal characteristics. Discriminating behaviours include but are not restricted to:

- Offensive statements about personal characteristics
- Negatively stereotyping individuals or groups
- Judging a person's performance based on personal characteristics rather than skills and abilities.

5. Psychological Safety and Psychosocial Hazards

Australian Study Link Institute (ASLI) is committed to providing a safe physical and psychological environment for all students, staff, contractors and visitors. In accordance with the Occupational Health and Safety (Psychological Health) Regulations 2025, ASLI must identify, assess and manage psychosocial hazards that may pose a risk to psychological health. Psychosocial hazards may arise from the way work or learning is designed, organised or managed, interpersonal interactions, or the physical environment.

Examples of psychosocial hazards include high or conflicting work demands, low job or role control, exposure to trauma, poor support, bullying or harassment, aggressive behaviour, role ambiguity, unsafe work or study environments, and any behaviour or condition that creates psychological distress.

ASLI will implement appropriate control measures to eliminate or reduce psychosocial risks so far as is reasonably practicable. This includes integrating psychological safety considerations into OHS risk assessments, student and staff inductions, training, reporting procedures and corrective actions. ASLI will consult with staff, trainers, students (where applicable), health and safety representatives and relevant stakeholders when identifying hazards, assessing risks and implementing controls.

All individuals covered by this policy are encouraged to raise concerns about psychological safety. ASLI will manage all reports confidentially, respectfully and in line with the Access and Equity Policy, Critical Incident Policy and Feedback, Complaints and Appeals Policy. Psychosocial hazards and incidents will be recorded in the Corrective Actions Register and addressed promptly through appropriate risk controls and wellbeing support.

6. Under The Equal Opportunity Act 2010

Victoria's Anti-Discrimination law and the Racial Discrimination, Sex Discrimination and Disability Discrimination Acts (Commonwealth) it is illegal to discriminate against someone in their work, or education because of their:

- ✓ Sex
- ✓ Marital Status
- ✓ Pregnancy
- ✓ Parental status

- ✓ Race or nationality, ethnic or ethos-religious background
- ✓ Age
- ✓ Impairment (physical, mental, or illness)
- ✓ Lawful sexual activity
- ✓ Political belief or activity
- ✓ Trade union activity, or
- ✓ Association with a person having any of these attributes

Direct Discrimination: Direct discrimination happens when someone is treated unfavourably because of a personal characteristic protected by the law. It is any action that specifically excludes a person or group of people from a benefit or opportunity or significantly reduces their chances of obtaining it because their status or personal characteristics, irrelevant to the situation (e.g. sex, ethnic origin) are applied as a barrier. Direct discrimination has as a focus of assumed differences between people.

Indirect Discrimination: Indirect discrimination happens when there is an unreasonable requirement, condition or practice that disadvantages a person, or a group of people, because of a personal characteristic. It is the outcome of rules, practices and decisions that treat People equally and which therefore appear to be neutral but which, in fact, perpetuate an initially unequal situation and significantly reduce a person's chances of obtaining or retaining a benefit or opportunity. Rules, practices and decisions are applied to all groups alike but it is the very assumption of a likeness that constitutes the discrimination.

Systemic Discrimination: Systemic discrimination is a system of discrimination perpetuated by rules, practices and decisions that are realised in actions that are discriminatory and which disadvantage a group of People because of their status or characteristics, and which serve to advantage others of different status or characteristics. Direct and indirect discrimination contributes to systemic discrimination.

Equity: focuses on outcomes. Equity is not concerned with treating People in the same way; it is concerned with ensuring that all groups of People participate and benefit to the same level.

Relevant legislation includes:

- Commonwealth *Racial Discrimination Act 1975* *https://humanrights.gov.au/our-work/legal/legislation#racial_discrimination_act*
- Commonwealth *Sex Discrimination Act 1984* *https://www.legislation.gov.au/C2004A02868/latest/text*
- Commonwealth *Disability Discrimination Act 1992* https://www.legislation.gov.au/C2004A00101/latest/text

- *The Equal Opportunity* Act *2010* – Victoria's anti-discrimination *law*

https://www.humanrights.vic.gov.au/legal-and-policy/equal-opportunity-act/

- *Occupational Health and Safety Act 2004 (VIC)*
  https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations

Student Support Officer, CEO and Managers

- Ensuring that ASLI activities are resourced to the extent necessary to ensure the health and safety of persons either performing or who are affected by those activities.
- Implementing safety measures within their control in accordance with legislative requirements
- Providing information, instruction, training and supervision to all persons under their control, including contractors and visitors to ensure that any risk is minimised
- The formulation, promulgation and review of specific safety rules for activities conducted within the area under their control

All employees of ASLI are:

- Responsible for safe work practices consistent with the extent of their control or influence over working conditions and methods
- Required to co-operate with management in achieving a safe and healthy workplace
- Required to take reasonable care for their own health and safety and of anyone else who may be affected by their actions
- Encouraged to actively contribute to the continuous improvement of the institute 's Occupational Health and Safety Policies and Procedures

Visitors, Contractors and Students:

- Are required to comply with all the reasonable instructions given, consistent with their protection as well as the protection of others whilst on campus
- As an employee, it is your right to work in a healthy and safe environment and to be provided with information about hazards as well as opportunities for training and supervision to minimise these hazards It is your responsibility to co-operate with ASLI in its legislative responsibility to secure the health and safety of staff, students and visitors and to ensure the safe working practices of your students. The OH&S policy ensures that a safe and healthy environment is provided for all students and employees in the Institute.
- All accidents, whether injury producing or not, must be reported to the Campus Manager. Where an incident is a notifiable incident under Part 5 of the Occupational Health and Safety Act 2004 (Vic) (e.g. a death, a serious injury or illness requiring hospital in-patient treatment or certain immediate medical treatment, or a dangerous occurrence), the CEO or Campus Manager must notify WorkSafe Victoria immediately on 13 23 60, preserve the incident site until an inspector

arrives or directs otherwise (except to help an injured person or make the site safe), give WorkSafe written notification within 48 hours, and keep a copy for at least 5 years. The reporting of injuries enables us to investigate and eliminate hazards and unsafe work practices, thus ensuring safe work conditions for employees.

Always remember to:

- Use safe work practices
- Ensure the equipment you and your students use is safe.
- Speak up if you see an unsafe condition or work practice.
- Seek advice from the CEO
- Assist your institute to promote a safe workplace

7. Procedures

Australian Study Link Institute (ASLI) considers Risk Management a top priority in all activities on and off site and OHS is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.

Chief executive Officer (CEO) of Australian Study Link Institute (ASLI) will organise bi-annual Risk Audits and enter any identified Actions into **the Corrective Actions Register**. This includes an Action Date and a Date Closed so that the Administrative Manager can follow up any issues with Principal executive Officer (CEO).

Australian Study Link Institute ((ASLI) at all times plans for and monitors its staff and clients wherever they are working. Evaluation of OHS matters is included in the Moderation Meetings held either concurrent with contractor meetings, at the end of a Module or Course as relevant.

Australian Study Link Institute ((ASLI) provides ergonomic equipment at all times, and its safe use will be discussed at staff meetings regularly. Safe plant and equipment are provided and maintained by Australian Study Link Institute (ASLI).

For Australian Study Link Institute (ASLI), Environmental protection is a concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.
All Occupational Health and Safety (OHS) matters should be reported to the student administration department verbally or in written form and student administration will initiate the corrective action immediately and will notify and liaise with OHS officer and/or CEO to implement effective strategy.

All Occupational Health and Safety (OHS) matters will be dealt with priority, and a risk assessment will be carried out immediately and proper steps to manage risk will be taken ensuring effective risk control measures.

Any student safety concerns or incident of harassment, bullying will be dealt swiftly and in accordance with the Access and equity policy.

8. International Student Safety Procedures

i. All classes will be timetabled to finish between 7 am and 8.30pm (7 days a week i.e. Monday to Sunday).

ii. Students are advised not to walk in dark areas take short cuts and should leave in group after evening classes.

iii. After hour's contacts and designated student support officers' contacts will be made available during orientation and will be displayed as well as on student Notice board for students.

iv. Where exceptions to (i) and (ii) above are considered, it will be done so in the light of student welfare and personal issues. All students will be provided with support service and welfare information at the orientation, in handbooks and notices supplied by student support staff and other staff.

v. Australian Study Link Institute (ASLI) will employ a full-time student services officer or who is available to students to discuss issues that may be adversely impacting on their studies.

vi. All staffs, including academic, marketing and administrative staff, are expected to exercise a pastoral concern for students and to assist them as best they can and, as appropriate to the staff member's position.

vii. Australian Study Link Institute (ASLI) has a Student Feedback, Complaints and Appeals Policy and procedures that are well advertised, including on student's handbook, ASLI's website, so that students are aware and are able to discuss issues with support staff and to appeal decisions with which they are not satisfied.

viii. Australian Study Link Institute (ASLI) has a Critical Incident Policy and procedure, which includes emergency evacuation procedures, is available to all staff and students through website and copy at student administration.

ix. Australian Study Link Institute (ASLI) has an access and equity and procedure, which includes procedure to deal with discrimination, sexual harassment and bullying which is available to all staff and students through website and copy at student administration.

x. For those courses that pose physical risks, such as practical hospitality classes, students are required to wear the appropriate uniforms and protective clothing stipulated for the course. Students who are not wearing appropriate protective clothing will not be permitted to participate in the class. Students are made aware of the need to abide by this requirement prior to course commencement.

xi. All staff and students must exercise duty of care towards their colleagues and fellow students in implementation of this policy.

9. References

- WorkSafe Victoria: https://www.worksafe.vic.gov.au/
- Australian Human Rights Commission: https://humanrights.gov.au/
- Occupational Health and Safety Act 2004 (Victoria) https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
- Occupational Health and Safety (Psychological Health) Regulations 2025 https://www.worksafe.vic.gov.au/psychological-health
- National Code 2018 - Department of Education: https://www.education.gov.au/esos-framework/national-code-practice-providers-education-and-training-overseas-students-2018
- Education Services for Overseas Students (ESOS) Act 2000: ESOS ACT 2000 /C2004A00757/latest

10. Related Policies:

- Access and Equity Policy
- Critical Incident Policy
- Feedback Complaints and Appeals Policy
- Student Support and Welfare and Wellbeing Policy