

<b>Purpose</b>	The objective of the Health, Safety and Wellbeing (HSW) Policy is to ensure staff and students can work and study in a safe environment and contribute to continuously improving health and safety within BPP Institute.
<b>Scope</b>	This policy covers all staff and students.
<b>Policy Principles</b>	<p><b>1. General</b></p> <p>1.1. BPP Institute is committed to providing a safe and healthy workplace and campus for all staff and students.</p> <p>1.2. BPP Institute further recognises its responsibilities to provide a safe and healthy work environment for contractors, clients, and visitors.</p> <p>1.3. BPP Institute has developed and implemented a structured health and safety management system to meet its obligations and legislative requirements.</p> <p>1.4. BPP Institute provides, maintains and promotes a safe work environment and safety management system that is characterised by:</p> <ul style="list-style-type: none"><li>• a systematic approach to identifying, assessing and controlling health and safety hazards and risks through the development and implementation of suitable procedures;</li><li>• ensuring as far as practicable all operations conducted by staff and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;</li><li>• effective management demonstrated by commitment and direct involvement at all levels;</li><li>• effective two-way communication; and</li><li>• the provision of appropriate facilities, equipment, education, training and supervision for staff, students and contractors to ensure healthy and safe working conditions and methods.</li></ul> <p>1.1</p> <p><b>2. Responsibilities</b></p> <p>2.1. The WHS Committee is responsible for ensuring that BPP Institute complies with its duty and obligation under relevant Workplace Health and Safety (WHS) legislation. Members of the WHS Committee are also required to:</p> <ul style="list-style-type: none"><li>• keep themselves updated on knowledge of Campus WHS matters;</li><li>• keep the Management Team informed of the BPP Institute WHS matters and legislative changes on WHS;</li><li>• acquire an understanding of BPP Institute operations and any hazards and risks that may arise, associated, eliminated or minimised;</li><li>• ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way;</li></ul>

	<ul style="list-style-type: none"><li>• ensure that BPP Institute has, and implements, processes for complying with its WHS duties and obligations.</li></ul> <p>2.2. BPP Institute managers are required to:</p> <ul style="list-style-type: none"><li>• facilitate continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance;</li><li>• implement the WHS measures and legislative requirements;</li><li>• attend various WHS briefings and training sessions to ensure they have the required knowledge to perform their WHS tasks.</li></ul> <p>2.3. All staff are required to commit and contribute the following to achieve the stated policy objective:</p> <ul style="list-style-type: none"><li>• being involved in WHS decision making processes;</li><li>• taking responsibility for the health and safety of themselves and their colleagues;</li><li>• not compromising personal health and safety in the mistaken belief that other requirements are more important;</li><li>• considering health and safety as an integral part of their work.</li></ul> <p>1.2</p> <p><b>3. Hazard Identification and Assessment</b></p> <p>3.1. BPP Institute has an active method that systematically identifies, assesses and manages the actual and potential hazards, over which BPP Institute has authority over and influence.</p> <ul style="list-style-type: none"><li>• Where applicable, BPP Institute will review this method and rectify any weaknesses in the process of detection and assessment of potential hazards.</li></ul> <p>3.2. BPP Institute shall ensure that there is a WHS Committee who will receive relevant training in hazard identification and management, risk assessment and control techniques.</p> <p>3.3. BPP Institute encourages all staff members and students to communicate any concerns and suggestions of WHS issues to the Chief Executive Officer or their direct manager.</p> <p>1.3</p> <p><b>4. Reporting, Recording and Investigation of Incidents</b></p> <p>4.1. All incidents, including “near miss” and “near hit” events will be recorded and investigated.</p> <ul style="list-style-type: none"><li>• For the purposes of this policy, incidents include any work-related events that may have caused illness, injury or events that harmed or may have harmed any staff or student during the course of their work or studies.</li><li>• BPP Institute Staff members must submit the Accident/Injury Report Form to the Chief Executive Officer within 24 hours of the injury or incident.</li></ul> <p>4.2. The Chief Executive Officer will report all WHS incidents, including “near misses” and “near hits” to the Board of Directors.</p>
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	<p>4.3. The Chief Executive Officer is also responsible for recording all critical incidents in the relevant Register. 1.4</p> <p><b>5. Compliance</b></p> <p>5.1. This policy complements the policy principles laid out in the Student Support, Wellbeing and Safety Policy and Procedure; as well as the Critical Incident Policy and Procedure.</p> <p>5.2. BPP Institute shall review its health and safety system as required for improvements to be implemented.</p> <p>5.3. BPP Institute is also committed to building a strong foundation for health and safety.</p> <ul style="list-style-type: none"> <li>• BPP Institute will ensure that staff and students have a better understanding of health and safety policies and procedures by access to relevant information and legislation.</li> <li>• To ensure compliance of this policy; BPP Institute will:             <ul style="list-style-type: none"> <li>○ Conduct audits and implement any recommendations that arise;</li> <li>○ Keep a record and minutes of management meetings, staff meetings and WHS Committee meetings where WHS issues were discussed;</li> <li>○ Keep and maintain a record of incident investigations.</li> </ul> </li> </ul> <p><b>6. Working from Home</b></p> <p>6.1. A Working from Home arrangement is also covered by current WHS legislation.</p> <p>6.2. BPP Institute must ensure that the Institute’s workplace insurer covers all staff who are working remotely.</p> <p>The Institute maintains a Flexible Working Arrangements Policy which should be referred to for all matters relating to remote working.</p>
<p><b>Related Documents</b></p>	<p>Accident/Injury Report Form                  WHS Framework                  Critical Incident Policy                  Critical Incident Procedure                  Critical Incident Register                  Flexible Working Arrangements Policy                  Flexible Working Arrangements Procedure                  Health, Safety and Wellbeing Procedure                  Student Support, Wellbeing and Safety Policy                  Student Support, Wellbeing and Safety Procedure</p>
<p><i>For Administrative Use Only</i></p>	

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## HEALTH, SAFETY AND WELLBEING POLICY

Reference: POL-024  
Status: Active  
Classification: Board  
Approved Date:  
Review Date: July 2026  
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<b>Responsible Officer</b>	Chief Executive Officer
<b>Contact Officer/s</b>	Chief Executive Officer
<b>Approved by</b>	Board of Directors
<b>Definitions</b>	See <a href="#">BPP Institute`s Glossary of Terms and Acronyms</a>

### *Version History*

<b>Version No.</b>	<b>Approval Date</b>	<b>Amendment/s</b>
1.	May 2025	First iteration <ul style="list-style-type: none"><li>• For BPP Institute</li></ul>

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**NOTE:** Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.  
CRICOS Provider No. 01718J

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