

## WELLBEING AND SAFETY POLICY

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|----------------------------|---|
| Document ID                | 3.23  |
| Related Documents          | UBSS Student Code of Conduct<br>GCA Critical Incident Policy<br>GCA Group of Companies Work, Health and Safety (WHS) Policy<br>UBSS Equity and Diversity Policy<br>UBSS Expulsion Policy<br>GCA Student Welfare Policy          |
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| Authorised by              | UBSS Academic Senate  |
| Approved by                | UBSS Academic Senate, September 2018  |
| Version                    | V2  |
| Responsible Officer        | Executive Dean  |
| References and Legislation | TEQSA guide note on wellbeing and safety<br>HESF 2015 (HES Framework) – specifically 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, 6.2.1e, 6.1.4 and 7.2.1<br>AHRC Change the Course Report<br>Universities Australia 10 Point Action Plan |

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# 1 Purpose

## 1.1 Context

This policy outlines the principles (and procedures) around wellbeing and safety at UBSS and is consistent with the current practices evidenced at UBSS and published on the UBSS Website – ‘Wellbeing and Safety Management at UBSS’ (March 2018)

# 2 Scope

## 2.1 Rationale

International and local students need to feel safe in their place of study and confident that their welfare is being taken into consideration at all times – this includes physical and emotional safety. The policy applies to all staff members, students, visitors, volunteers and contractors.

## 2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000

# 3 Definitions

| Item                   | Definition  |
|------------------------|---|
| <b>Wellbeing</b>       | A state or condition wherein a person realises his/her potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his/her community. |
| <b>Safety</b>          | A condition of being protected from or unlikely to cause danger, risk or injury (physical and/or emotional)   |
| <b>Concierge</b>       | An amalgam position of security, detailing and hospitality.   |
| <b>Code of Conduct</b> | An agreement on rules of behaviour for the members of that group/organisation.  |

## 4 Policy Statement

UBSS is committed to –

Providing its people with a welcoming, safe and healthy working and learning environment;

Continuously improving its health, safety and wellbeing performance;

Supporting and promoting wellbeing;

Continually consulting with staff and students on matters of safety and wellbeing;

Regularly reporting on WHS;

Identifying and managing WHS risk and student welfare;

Allocating appropriate resources to ensure wellbeing and safety.

## 5 Mechanisms in place to ensure wellbeing and safety at UBSS

UBSS currently has in place considerable resource to secure the wellbeing and safety of students and staff on a daily, ongoing basis including –

A full time Learning Support Coordinator

Full time Student Services Staff

An experienced Executive Dean

Informed Program Directors

An International Student Agent Network

Orientation Briefings

Ongoing student feedback

Ongoing staff feedback

A contained Campus

CCTV (24/7)

Surveillance by Senior Staff (ongoing)

A swipe card (ID) security system

Maximum viewpoints – significant glass throughout campus

No extra curricula social events

An active WHS Committee

- A team of Concierges
- Early intervention around non-academic misconduct
- Efficient management of Critical Incidents
- A culturally diverse and aware environment
- Risk identification and mitigation in place
- WHS and Wellbeing is a high priority issue with Governing Body
- An international Student Ombudsman
- A clearly articulated code of conduct

## 6 Roles and Responsibilities

All staff and students are responsible for each other’s safety and wellbeing, including their own. The UBSS Executive Dean is responsible for the overall WHS and wellbeing of the staff and student community.

## 7 Document Change Control

| Version | Change Description  | Date        | Author                  |
|---------|---|-------------|-------------------------|
| v1      | New Policy – articulating the March 2018 publication ‘Wellbeing and Safety Management at UBSS (March, 2018) | 15.09.2018  | Professor Greg Whateley |
| v2      | Refreshed and new review date embedded  | August 2019 | Professor Ian Bofinger  |