Purpose
To ensure Frontier Leadership (FL) will comply with relevant Commonwealth Work Health and Safety (WHS) Act and regulatory requirements that are relevant to its operation and its Scope of Registration to ensure the safety and security its staff, students and visitors.

Scope
Frontier Leadership (FL) ensures 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.

Responsibility
The FL’s Principal Executive Officer (PEO) will be responsible for the implementation and maintenance of the policy and ensuring that student, staff and contractor are fully aware about and comply with application and associated procedures. Safety depends on the cooperative effort of everyone concerned.

SSO, PEO and Managers
- Ensuring that 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 FL 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 health and safety policies and procedures

Visitors, Contractors and Students:
- Are required to comply with all reasonable instructions given, consistent with their protection as well as the protection of others whilst on campus.

As an employee / student, it is your right to work / study 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 FL 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.
Work Health & Safety Policy

All accidents, whether injury producing or not, must be reported to the PEO. 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 PEO
- Assist your Institute to promote a safe workplace

Procedure:

- Frontier Leadership (FL) considers Risk Management a top priority in all activities on and off site and WHS 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.
- Principal executive Officer (PEO) of Frontier Leadership (FL) 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 Officer can follow up any issues with Principal executive Officer (PEO).
- Frontier Leadership (FL) at all times plans for and monitors its staff and clients wherever they are working. Evaluation of WHS matters is included in the Moderation Meetings held either concurrent with contractor meetings; at the end of a Module or Course as relevant.
- Frontier Leadership (FL) Provides ergonomic equipment at all times and its safe use is discussed at staff meetings regularly. Safe plant and equipment are provided and maintained by Frontier Leadership (FL).
- Environmental protection is an Frontier Leadership (FL) concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.
- All Work healthy safety (WHS) matters can be reported to student administration department verbally or on written form and student administration will initiate the corrective action immediately and will notify and liaise with WHS safety officer and PEO to implement effective strategy.
- All Work and health and safety matter will be dealt with priority and a risk assessment will be carried out immediately and steps to manage the 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 Access and equity policy.

International Student Safety Procedures:

- All classes will be timetabled to finish between 8.30 am and 9.30pm (7 days a week).
- No classes will be timetabled for more than 8 hrs. per day, including breaks.
- Students are advised not to walk in alone in low-lit areas or take short cuts and should leave in a group after evening classes.
- After hours contacts and designated student support officers contacts are listed in handbook as well as on student Notice board for students.
• Where exceptions to 1.1 and 1.2 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 orientation, in handbooks and notices supplied by student support staff and other staff.

• Frontier Leadership (FL) 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.

• 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.

• Frontier Leadership (FL) a Student Complaints and Appeals Procedure that is well advertised, including through campus posters, so that students are able to discuss issues with support staff and to appeal decisions with which they are not satisfied.

• Student are strictly required to wear and use Personal Protective equipment’s (PPE) while working on practical sites e.g. training kitchen or Work based training sites.

• Frontier Leadership (FL) 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

• Frontier Leadership (FL) has a access and equity and procedure, which includes procedure to deal with discrimination, sexual harassment and bullying is available to all staff and students through website and copy at student administration

• All sexual harassment and bullying and discrimination

• 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.

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

Definitions:

Sexual harassment is defined by the Anti-Discrimination Act 1991 (QLD) and the Commonwealth Sexual Discrimination Act 1984 as when a person:

• Makes an unwelcome sexual advance or an unwelcome request for sexual favours
  Engages in unwelcome conduct of a sexual nature, and a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated
  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 a sexual nature
  • Leering, patting, pinching, touching, indecent exposure and unnecessary familiarity

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
Work Health & Safety Policy

- 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 FL. 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
- Undemining 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.

Please also refer Related Policies:
- Access and equity policy
- Critical incident policy
- Complaints and appeals policy.
- Student support policy