

Health and Safety Policy

Version	Approved by	Approval date	Review date
01.1	Board of Directors	24 October 2025	September 2026

Administrators Responsible	President, Dean, Registrar
Purpose & Scope	The purpose of the Health and Safety Policy is to provide a healthy and safe learning environment for all students and staff. This policy should be read in conjunction with the Critical Incident Policy to ensure a comprehensive approach to health, safety, and emergency management at ISGL. This Policy applies to all staff and enrolled students in any course studying at the International School of Global Leaders (ISGL).
Policy Principles	a. ISGL: – Recognises that student and staff wellbeing and safety are critical to enabling positive student experiences and outcomes. – Recognises its obligations as a higher education provider under the TEQSA Act (2011) and as a registered CRICOS provider of courses to international students under the ESOS Act (2000). – Is committed to providing a values-based safety and wellbeing culture. b. ISGL is committed to: – Promoting and providing a safe environment for all staff and students with a zero-tolerance policy for sexual harassment, assault, abuse, and harm. – Promoting and providing a safe environment for all staff and students, with a zero-tolerance approach to sexual harassment, gender-based violence, assault, abuse, and harm. – Integrating health, wellbeing, psychological health and safety into management responsibilities and accountabilities. – Consulting with staff and students about matters that may affect their health, wellbeing, and safety. – Supporting students and fostering independence by encouraging them to be responsible for their own health and safety. – Identifying risks to health, psychological health and safety hazards and implementing appropriate controls or taking action to remove hazards. – Providing information about health, wellbeing, psychological health and safety to students during Orientation, in the Student Handbook, and on campus, including actions to take, staff to contact, and support services. – Providing information and training to staff to implement ISGL's policies relevant to health, wellbeing, psychological health and safety through staff induction and ongoing development.
Roles and Responsibilities	a. All students, staff, and visitors are responsible for: – Their own safety, and for fellow students, staff, and visitors by always operating in a safe, respectful, and appropriate manner. – Adhering to all health, wellbeing, psychological health and safety training, information, and instructions provided by ISGL. – Reporting unsafe conditions, hazards, and incidents as soon as possible. b. ISGL has a counselling team staffed with professionally qualified student counsellors. Students are encouraged to seek advice and assistance on a personal and individual basis as required during their time on campus. In addition, ISGL contracts external counsellors for any student needing additional services. Information about these services is detailed in various information sources available to students and staff, including related policies, on-campus

	information, student handbooks, the ISGL website, and the student learning management systems (LMS). c. All information disclosed within counselling sessions is confidential and may not be revealed to anyone outside the counselling team without the student's written or verbal consent except in situations where: – Disclosure is required by law or by higher academic authority. – The student presents an imminent threat of harm/danger to themselves, others, or the institute. – There is suspicion of abuse or risk of such abuse. – There are disability or medical concerns (including mental health issues). – There is a requirement by a valid court order/subpoena. d. Staff are encouraged to utilise all resources available to them as part of their employment arrangements and contracts to support their health and wellbeing. Where appropriate, issues should be raised with supervisors where a range of support options will be considered and implemented.
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CRITICAL INCIDENT INTEGRATION

a. Reporting and Handling of Incidents:

- Incidents should be reported to the Campus Facilities Coordinator or their nominee.
- The Facilities Coordinator or nominee investigates the incident, gathering facts to determine the necessary corrective actions.
- Immediate steps may include emergency assistance, notifying relevant staff, contacting security contractors, and providing support to affected individuals.
- Notification to external agencies such as TEQSA, police, or government agencies will be made as required.

b. Regular Inspections for Safety Compliance:

- The Campus Facilities Coordinator is responsible for conducting regular inspections of all campus facilities to identify and eliminate potential safety hazards, thereby reducing the risk of accidents and injuries.
- ISGL encourages active participation from its staff and students in maintaining a safe campus environment. They are urged to report any potential safety risks or concerns to the Campus Facilities Coordinator at any time.
- To complement internal inspections, ISGL arranges for safety audits to be conducted by external qualified auditors as scheduled by the Risk Management and Audit Committee (RMAC) and approved by the Board of Directors.

c. Procedures for Managing Critical Incidents:

- For detailed procedures on managing critical incidents, including student and staff death incidents, refer to the Critical Incident Policy.

Related Documents

- a. Campus Handbook
- b. Critical Incident Policy
- c. Staff Sexual Assault and Sexual Harassment (SASH) Policy
- d. Students at Risk Policy
- e. Student Code of Conduct Policy
- f. Student Handbook
- g. Student Sexual Assault and Sexual Harassment (SASH) Policy
- h. Student Support Policy

Version	Approved Date	Approved By	Changes Made
01.1	24 October 2025	Board of Directors	– Included second bullet point in section b. of the Policy Principles