

<b>Procedure</b>	<p><b>1. Workplace, Health and Safety Incidents</b></p> <p>1.1. The Critical Incident Policy and Procedure detail the principles and processes that need to be adhered to in the occurrence of any Workplace, Health and Safety (WHS) incidents.</p> <p>1.2. The WHS Framework complements the relevant Policy and Procedure to establish the practices for responding, managing and recovering from critical incidents.</p> <p>1.3. The Emergency Response Procedures Manual provides detailed instructions for the emergency management of hazard situations.</p> <p>1.4. These documents set out a complete WHS incident response and management system for the Institute and need to be observed by all staff and students during a WHS event.</p> <p>1.5. For all working from home related WHS issues, refer to the Flexible Working Arrangements Policy and Procedure or contact the WHSC Chair or CEO directly.</p> <p><b>2. Work Health and Safety Committee (WHSC)</b></p> <p>The WHSC provides a first point of contact for all health, wellbeing and safety matters for staff. The WHSC Chair is appointed by the CEO, and the committee operates in accordance with its Terms of reference (refer to the WHS Framework).</p> <p>2.1. Staff wishing to raise issues related to WHS should raise the issue with a member of the WHSC or directly with the Chair of the WHSC or the CEO.</p> <p>2.2. The WHSC Chair and/or CEO will consider the matter to determine the urgency of the issue.</p> <p>2.3. If appropriate, the Chair of the WHSC or CEO will include the issue for discussion at the next WHSC meeting.</p> <p>2.4. If the WHS issue is urgent, the WHSC Chair will discuss the matter with the CEO in an attempt to resolve the issue as a matter of urgency.</p> <p>2.5. If the issue is a campus wide issue requiring external assessment or intervention, the WHSC Chair in consultation with the CEO will arrange for the relevant external parties to review the issue and provide and implement a solution as soon as practicable.</p> <p>2.6. Students wishing to raise a WHS issue should do so by reporting the issue directly to the reception staff on level 4 who will then pass this information over to the WHSC or CEO for consideration and follow up action.</p>
------------------	--

	<p>2.7. All issues raised will be presented and discussed at the WHSC meetings and accurately recorded in the minutes which will be available to all staff through Sharepoint.</p> <p>2.8. An Action list register will be maintained on Sharepoint for the WHSC to ensure all issues raised are followed through to completion/resolution and reported back to the WHSC at the following meeting.</p> <p>2.9. Students who raise a WHS issue with the reception desk will need to provide identification to allow follow up communication regarding the handling of the issue.</p> <p><b>3. Reporting</b></p> <p>3.1 The CEO will report all WHS related matters to the Board at each meeting to ensure the Board is kept informed of any WHS related issues as they arise.</p>
<p><b>Related Documents</b></p>	<p>Critical Incident Policy                  Critical Incident Procedure                  Critical Incident Register                  Flexible Working Arrangements Policy                  Flexible Working Arrangements Procedure                  Health, Safety and Wellbeing Policy                  Student Support, Wellbeing and Safety Policy                  Student Support, Wellbeing and Safety Procedure                  WHS Framework</p>
<p><b><i>For Administrative Use Only</i></b></p>	
<p><b>Responsible Officer</b></p>	<p>Chief Executive Officer</p>
<p><b>Contact Officer/s</b></p>	<p>Chief Executive Officer</p>
<p><b>Approved by</b></p>	<p>Chief Executive Officer</p>
<p><b>Definitions</b></p>	<p>See BPP Institute's <a href="#">Glossary of Terms and Acronyms</a></p>

***Version History***

---

# HEALTH, SAFETY AND WELLBEING PROCEDURE

Reference: PRO-0  
Status: Active  
Classification: Academic  
Approved Date:  
Review Date: Sept 2025  
Page: 3 of 3

---

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

