
Security and Safety Policy

Purpose	This policy outlines how the Australian Institute of Technology and Commerce (AITC) provides a Safe and Secure environment for its staff and students.
Location	The policy is maintained on owncloud
Responsible executive	CEO
Responsible office	CEO's Office
Contact officer	TBA
Effective date	29 June 2020
Review date	TBA
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Related documents	AITC Staff Welfare and Wellbeing Policy AITC Student Support, Welfare and Wellbeing Policy AITC Adjustment Policy AITC Critical Incident Management Procedure AITC Access and Usage of Resources Policy
Authority	Approved by Council

1. Purpose

Australian Institute of Technology and Commerce (AITC) places high priority on staff and student security and safety. This policy addresses outlines how AITC will prioritise matters relating to security and safety to ensure a safe and secure environment for all staff and students.

2. Scope

This policy applies to all staff and students of the Institute.

3. Principles

- 3.1.1 The Institute Management Team will monitor and ensure that staff and student security and safety measures are implemented and enforced. Students and staff are advised on actions they need to take to enhance safety and security on campus and online, as well as the safety and awareness relevant to life in Australia.
- 3.1.2 All students are advised of the actions they are responsible for and staff or support services that can be accessed if there is any concern regarding their safety or security.
- 3.1.3 Provision of timely and accurate advice on availability and mechanisms of access to personal support services including access to emergency services, health services, counselling, legal advice, advocacy, and accommodation and welfare services.

- 3.1.4 Support services available to students are informed by the needs of student cohorts, including mental health, disability and wellbeing needs.
- 3.1.5 The Critical Incident Management Policy advises on the readily accessible procedures that cover the immediate actions to be taken in the event of a critical incident and any follow up actions that are required.
- 3.1.6 There are no classes at the premises outside 0800 hours to 2200 hours on any working day. The security system of the premises will be in action during working days.
- 3.1.7 Although the Institute is well located and easily accessible by public transport, staff and students are always advised to take all practicable steps to ensure their own safety.

3.2 Occupational Health and Safety

- 3.2.1 The Institute aims to provide all staff and students with a safe and healthy place to work and study. To achieve this, AITC takes every effort in the areas of accident prevention, hazard control and health preservation and promotion, to ensure compliance with the Occupational Health & Safety Act 2000 and Work Health and Safety Act 2011.
- 3.2.2 This Policy specifically refers to Occupational Health and Safety (OHS) and relates to all aspects of occupational health and safety including;
 - OH&S training and education;
 - review of work design, workplace design and standard work methods;
 - changes to work methods and practices, including those associated with technological change;
 - safety rules, including penalties;
 - emergency procedures and drills;
 - provision of OH&S equipment, services and facilities;
 - workplace inspections and evaluations;
 - reporting and recording of incidents, accidents, injuries and illnesses; and;
 - provision of information to staff and students.
- 3.2.3 While the Institute will ensure that its premises meet the Australian Occupational Health and Safety guidelines, staff and students must take all practicable steps to ensure their own safety while at the AITC premises
- 3.2.4 Accidents, incidents or hazards occurring within the premises must be reported to the Institute management team and an accident/Injury/Incident report must then also be submitted. See also 3.1.5 of this policy.

3.3 Emergencies and Evacuation

AITC will conduct frequent fire drills. Nevertheless, all staff and students located at the premises must take note of the following:

- In the event where the premises need to be evacuated, staff and students who are not in class sessions must follow the instructions from Safety Wardens or authorized

personnel.

- In the event of an emergency where the staff and students are in class, they must follow the procedures as instructed by the Safety Wardens.
- Staff and students refusing to abide by the Institute's emergencies and evacuation procedures will be regarded as misbehaviour and subjected to disciplinary action in accordance with the Staff Code of Conduct Policy and the Student Code of Conduct Policy.

3.4 AITC will meet its obligations under relevant legislation the Occupational Health and Safety (First Aid) Regulations and First Aid officers and facilities are in place for the urgent treatment of any illnesses and injuries that occur in the workplace.

3.5 AITC is smoke free at all times. This includes meeting rooms and applies to visitors. There are no designated smoking areas within the Institute. There is no provision for smoking breaks during working hours, but breaks can be taken as long as work allocations are satisfactorily completed.

3.6 AITC does not permit the use of alcohol in the workplace. The use of alcohol is highly detrimental to the safety and productivity of staff and students.

3.7 Illicit drugs are not permitted in the workplace.

3.8 Management Responsibilities

AITC's Management Team has the responsibility to;

- identify hazards, assess risk and implement control strategies to minimise risk of injury to staff and students and property of AITC;
- ensure that the relevant acts and regulations that apply to working conditions and the work environment are observed and enforced;
- encourage consultation in addressing safety issues;
- develop and implement safe systems of work; and;
- provide adequate safety information, training and supervision.