



INSTITUTE SECURITY AND SAFETY POLICY

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| Responsibility for Implementation: | PEO |
| Approved by: | PEO |
| Date of Approval: | 2016 (V1), 2019 (V2) |
| Date of review: | June 2021 |

1. Purpose

SBI places high priority on the staff and student security and safety and therefore does its utmost to enhance its support services for staff and students in order that they achieve better living experiences while working or studying at SBI. Our goal is to provide an environment which ensures that staff and student welfare is not compromised in any way.

2. Scope

This policy applies to all staff and students at SBI.

3. Principles

3.1. SBI's Management Team will monitor and ensure that staff and student security and safety measures are enforced.

3.2. There are no classes at the premise after 2200 hours on any working day. The security system of the premise will be working during such period of time.

3.3. The premise is next to all modes of public transport: train, trams and buses. Therefore, it is considered as low risk and safe for public access. Although SBI is well located and easily accessible by public transport, staff and students are advised to take all practicable steps to ensure their own safety at all times.

3.4. Occupational Health and Safety

3.4.1. SBI aims to provide all staff and student with a safe and healthy place in which to work and study. To achieve this, we make 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.

3.4.2. SBI will set up a program of activities and procedures which will be continually reviewed and effectively carried out. This program 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 practice, 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.

3.4.3. While SBI 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 our premises

3.4.4. Accidents, incidents or hazards occurring within the premises must be reported to the SBI management team. Any accident/Injury/Incident report must also be submitted.

3.5. Emergencies and Evacuation

SBI 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 SBI's emergencies and evacuation procedures will be regarded as misbehaviour and subjected to disciplinary action in accordance with SBI's Code of Conduct Policy.

3.6. SBI will meet its obligations under relevant legislation, in particular, the Occupational Health and Safety (First Aid) Regulations. We have qualified First Aid officers and facilities in place for the urgent treatment of any illnesses and injuries in the workplace.

3.7. SBI is smoke free at all times. This includes meeting rooms, and applies to visitors as well. There are no designated smoking areas within SBI. There is no provision for smoking breaks during working hours, you can organise breaks as long as your work is still being delivered on time.

3.8. SBI does not permit using alcohol in the workplace. The use of alcohol is highly detrimental to your safety and productivity.

3.9. Illicit drugs are not permitted in the workplace.

3.10. Management Responsibilities

The SBI Management Team is responsible to:

- Identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;
- Ensure 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;

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- Provide adequate safety information, training and supervision.