



Health and Wellbeing Policy and Procedure

1 Scope and Purpose

The policy provides an overarching commitment to the health and wellbeing of students, staff, contractors, visitors and the community at Russo Business School.

This policy applies to all members of Russo Business School higher education community.

Safety, emergencies and the handling of critical incidents are outlined in the Critical Incident Policy and Procedure.

2 Definitions

Emergency means an incident that becomes more serious and requires coordination to address the wider implications. An emergency usually involves intervention by Emergency Services.

Health refers to the state of being free from illness or injury.

Incident means an event (eg. alarm, small chemical spill), which requires an immediate response, but can be managed relatively quickly using local resources, possibly with the assistance of the Emergency Services.

Wellbeing is defined as the state of being comfortable, healthy, or happy.

3 Policy Objectives

This policy responds to the core values of Russo Business School which are:

- **Integrity** - We act with personal integrity and honesty, ensuring our operations and decision making is transparent and responsible.
- **Service delivery** - We provide high quality and intuitive services to students and stakeholders.
- **Trust and Respect** - Our relationships with students and stakeholders are based on trust, respect, and open communication.
- **Teamwork** - We work in partnership with others and support each other to achieve success.
- **Diversity** - We are strengthened by the diversity of our learning community and provide an environment where our students, staff and visitors feel welcome, safe and supported.
- **Improvement** - We strive for continuous improvement through innovation and creativity in our teaching and business operations.
- **Empowerment** - We take ownership and accountability for our actions within a framework of support and encouragement.
- **Development and Reward** - We develop our students to achieve their potential and join them in celebrating their Success

Russo Business School will:

- a. Maintain regulatory compliance with health and safety legislation
- b. Identify and act upon workplace hazards as per the processes in the Critical Incident Policy
- c. Monitor and report on health and safety risks via the Russo Business School risk register
- d. Distribute health and safety information
- e. Promote and support health wellbeing initiatives
- f. Promote a smoke and drug-free environment
- g. Promote a COVIDSafe environment as per the guidelines of the Sarina Russo Group COVIDSafe Plan

4 Implementation

The Board of Directors hold the ultimate responsibility for health, safety and wellbeing of members of Russo Business School community. The CEO is responsible for promoting health, safety and wellbeing and all staff are responsible for implementing this policy. The Executive, managers and supervisors are responsible for undertaking monitoring and other activities within their teams to ensure compliance with this policy.

5 Procedure

5.1 Responsibilities

RBS Staff are responsible for:

- Undertaking duties and activities in a manner that complies with health and safety requirements, and that do not adversely affect the wellbeing of others
- Promoting and supporting health and wellbeing amongst staff and students
- Providing health and wellbeing services to staff and students
- Ensuring students are aware of the range of wellbeing support services available to them and how they can access these
- Distributing this policy as part of staff induction processes
- Acting in accordance with the purpose and objectives in this policy
- Organising, monitoring and undertaking training for themselves and their teams
- Recording data in regard to the uptake of health and wellbeing services and identifying areas for continuous improvement.
- Reporting health, safety and wellbeing concerns to management and governance boards.

Students are responsible for:

- Undertaking activities in a manner that complies with health and safety requirements, and that do not adversely affect the wellbeing of others
- Acting in accordance with the purpose and objectives in this policy and procedure
- Reporting health, safety and wellbeing concerns to RBS staff.

The Critical Incident Policy and Procedure provides details of emergency and critical incident processes and contact details.

5.2 Complaints and appeals

If a student is not satisfied with an action or decision related to this policy and procedure, they may seek an appeal as outlined in the Student Complaints and Appeals Policy and Procedure.

If a staff member is not satisfied with a decision related to this policy, they may seek an appeal as outlined in the Staff Grievance Policy and Procedure.

6 Related documents

The following policies and procedures are related to this policy:

- a. Cultural Diversity Policy and Procedure
- a. Critical Incident Policy and Procedure
- b. Professional Development Policy and Procedure
- c. SRG Human Resources Grievance and Disputes Resolution Policy and Procedure
- d. Student Support Policy and Procedure
- e. Student Complaints and Appeals Policy and Procedures

Legislation and Standards

The following legislation is relevant to this policy:

- a. Age Discrimination Act 2004 (Commonwealth)
- b. Australian Human Rights Commission Act 1986 (Commonwealth)
- c. Disability Discrimination Act (1992) (Commonwealth)
- d. Disability Standards for Education 2005 (Commonwealth)
- e. Educational Services for Overseas Students Act 2000 (ESOS Act)
- f. Fair Work Act (2009) (Commonwealth)
- g. Racial Discrimination Act (1975) (Commonwealth)
- h. Sex Discrimination Act (1984) (Commonwealth)
- i. Anti-Discrimination Act 1991 (Qld)
- j. Work Health and Safety Act 2011 (Qld)

7 Review

Three years from commencement.

8 Accountabilities

The Board of Directors is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Russo Business School community via the website and other publications.

9 Revision history

This policy replaces the previous Student Wellbeing and Support Policy and Procedure.

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2022	Chief Operating Officer	Board of Directors	14/06/2022	14/06/2025