



Work Health and Safety Policy

Scope

This Policy and the associated Work Health and Safety Management System (WHSMS) apply to all of our workplaces and to people who carry out work at the direction of Kaplan.

Purpose

Kaplan Australia and New Zealand ("Kaplan") believes the physical and psychological health, safety and wellbeing of our employees, students, contractors and visitors is essential to our long term success. We are committed to fulfilling corporate and legal health and safety responsibilities by implementing and maintaining policies, procedures and practices to provide a healthy and safe place of work.

Policy Principles

Our commitment to the effective implementation of this Policy and its WHSMS will help us to achieve an environment that is healthy and safe for all our employees, students, contractors and visitors.

Kaplan will meet its commitment to health and safety by:

- Acknowledging our legislative requirements and ensuring compliance as the minimum acceptable standard.
- Our officers proactively implementing their health and safety due diligence requirements.
- Holding our people responsible and accountable for the health, safety and wellbeing of people under their leadership.
- Implementing documented health and safety risk management processes for the control of hazards that are consistent with our risk profile.
- Developing relevant and measurable objectives and targets to ensure continuous improvement aimed at the elimination/minimisation of work related risk, injury and illness.
- Providing information, training, instruction and supervision to our people to ensure they have the skills and competencies required to safely undertake their roles.
- Providing relevant health and safety information to our people and visitors in a form and manner which is clear and easily understood.
- Providing consultative arrangements to ensure constructive input into the decision making processes for work health and safety.
- Carrying out thorough investigations of incidents and injuries, and maintaining a fair and equitable claims management process and rehabilitation of injured parties.
- Ensuring all applicable contractual arrangements for the supply of goods and services include provisions for compliance with work health and safety requirements.
- Regularly reviewing the performance of and continuously improving the WHSMS.
- Monitoring, measuring and reporting performance on a regular basis.
- Ensuring adequate resources and expertise are provided for the implementation of this Policy and the underlying management systems.

This Policy will be reviewed every three years.



Relevant Legislation

Australia

Privacy Act 1988 <https://www.legislation.gov.au/Details/C2019C00241>

WHS/OH&S Acts, Regulations and Codes of Practice <https://www.business.gov.au/risk-management/health-and-safety/whs-oh-and-s-acts-regulations-and-codes-of-practice>

New Zealand

Privacy Act 1993 <http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html>

Health and Safety at Work Bill, Acts and related Legislation
<http://www.legislation.govt.nz/bill/government/2014/0192A/latest/versions.aspx>

Related Policies

- Privacy Policy
- Critical Incident Policy
- Prevention of Harassment, Sexual Assault, Sexual Harassment and Bullying Policy
- Sexual Harassment Prevention and Response Policy
- Diversity, Inclusion and Equity Policy

Resources

- Safe Work NSW <https://www.safework.nsw.gov.au/>
- Work Cover Queensland <https://www.worksafe.qld.gov.au/>
- Work Safe Victoria <https://www.worksafe.vic.gov.au/>
- Safe Work SA <https://www.safework.sa.gov.au/>
- Work Safe WA <https://www.commerce.wa.gov.au/worksafe>
- Australian Government Comcare <https://www.comcare.gov.au/>
- Australian Government, Business <https://www.business.gov.au/risk-management/health-and-safety/whs-oh-and-s-acts-regulations-and-codes-of-practice>
- Work Safe New Zealand <https://worksafe.govt.nz/>

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officers and Responsible Officers to ensure compliance with this policy.

Policy Category	Corporate			
Responsible Officers	Executive Director People and Culture & Vice President, Academic			
Implementation Officers	School Executive, College Director or equivalent			
Review Date	August 2023			
Approved by:		Endorsed by:		
Corporate Board		Academic Board		
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Kaplan Australia People and Culture Team in collaboration with the Quality, Regulations and Standards Team.	New policy. Based on Kaplan Group Policy	28.08.2020	11.9.2020