Metavision Institute Pty Ltd
A.C.N 102 838 844

Workplace Health and Safety Policy

Purpose

The management and employees of Metavision Institute are committed to the health, safety and welfare of employees, contractors, governance committee members, visitors and students, and anyone else who may be affected by its operations, in accordance with workplace health and safety legislation by defining, documenting and communicating workplace health and safety responsibilities and reporting requirements.

Metavision Institute operates to ensure, so far as is reasonably practicable, the health and safety of employees and students, contractors, visitors and other stakeholders, by providing and maintaining a work environment without risks to health and safety.

Metavision Institute is also committed to ensuring the safety, health, and welfare of its international students in accordance with the Work Health and Safety legislation, the Education Services for international students (ESOS) Act 2000, and the National Code of Practice for Providers of Education and Training to international students 2018 (National Code 2018).

Scope

This policy applies to all employees, contractors, students, governance committee members, volunteers, visitors and stakeholders of Metavision Institute. This policy is aligned with the Work Health and Safety Act 2011 (Cth).

Relevant TEQSA Threshold Standards

This policy aligns with the requirements of sections:

Related HESF Domain	Section	Standard
Domain 2: Learning Environment	2.1, 2.3	Facilities and Infrastructure, Wellbeing and Safety

1. Policy

1.1 This policy reflects Metavision Institute's commitment to staff, contractors, governance committee members, volunteers, alumni and students to take all reasonable steps, consistent with the nature and scale of its operations, to systematically ensure safe working and learning environments and to comply with the Work Health and Safety Act 2011 (Cth) and other applicable standards.

1.2 Metavision Institute is committed to systematic health and safety management that identifies, eliminates and minimises the risk of hazards and incidents likely to cause injury or illness to people associated with its operations.

1.3 Metavision Institute maintains workplace compensation to ensure payments to employees for any lost wages if they are unable to work due to an injury or ill health, as well as medical costs and rehabilitation expenses to help them return to work as soon as possible.

2. Promoting and ensuring workplace health and safety

2.1 Metavision Institute actively and systematically identifies, manages and controls risks and hazards.

2.2 Metavision Institute engages and consults with members of its community to promote safe working and learning practices by disseminating health and safety information and encouraging all members to actively manage risks to health and safety.

2.3 All members of Metavision Institute are expected and encouraged to take practical steps to ensure a safe and healthy working and learning environment for themselves and others.

2.4 Staff workplace health and safety representatives are appointed and provide advice to the Executive Committee on risks and controls of incidents and hazards.

2.5 Metavision Institute maintains a Critical Incident Management Plan that includes specific procedures for managing incidents involving international students, including contacting emergency services and, where appropriate, the student's next-of-kin or the relevant government department.

2.6 Information on safety and emergency procedures is clearly displayed in Metavision Institute's head office and campus, including alarms, evacuation procedures and assembly points. Emergency procedures are tested regularly through emergency drills and reported to the Governance Board.

2.7 Metavision Institute provides information to staff and students on safety and wellbeing in campus and online environments, including campus security numbers.

2.7.1 Information provided to staff and students on safety and wellbeing includes details on campus security numbers and specific emergency contact information for international students during and outside of normal business hours, as well as information about available support services.

2.7.2 All staff and students are encouraged to take personal security measures such as walking in well-lit areas at night, ensuring they have access to their mobile phones, and informing others of their expected arrival time at destinations.

2.8 Staff, contractors and students are to assess any manual handling tasks and take into account their capacity and any past injuries. This includes moving furniture and equipment. Metavision Institute encourages and facilitates the use of professional movers and assistance where appropriate. SafeWork NSW provides practical guidance for manual handling.

2.9 The Metavision Institute is a smoke free environment. Smoking includes the use of all forms of vaping and the use of electronic cigarettes. Smoking is not permitted in or directly outside buildings. Staff, contractors, governance committee members, volunteers, visitors and students are advised to move well beyond the head office, campus or off-site meeting location to smoke.

2.10 Staff, contractors, governance committee members, volunteers, visitors are not to be impaired by alcohol and/or other drugs when working or in attendance at Metavision Institute's activities.

2.11 Students are not to use, distribute, sell, be in possession of, or be impaired by alcohol and/or other drugs when attending timetabled learning activities and placements.

2.12 The use, sale or possession of alcohol may be permitted by Metavision Institute for specific events, by exception.

2.13 Metavision Institute's workplace and study areas are to be maintained in a safe, clean and tidy state. Metavision Institute provides workplace health and safety information on workstations and will facilitate ergonomic assessments and equipment where requested.

3. Student placements

3.1 To ensure the health, safety, and wellbeing of students during Work Integrated Learning (WIL) placements, Metavision Institute will:

3.1.1 Establish and maintain formal agreements with organisations providing WIL placements. These agreements will detail the health and safety responsibilities of each party, ensuring that placement providers have current safety policies and adhere to relevant legislation, regulations, and quality safety standards.

3.1.2 Verify and monitor the qualifications and registration status of WIL supervisors, ensuring they possess the necessary professional and supervisory skills.

3.1.3 Ensure WIL supervisors provide adequate oversight of students' practice, including direct observation and regular communication with Metavision Institute's placement coordinator.

3.1.4 Confirm that students are deemed competent and fit to practice prior to commencing WIL placements, including verifying necessary checks (e.g., police checks, working with children checks) and addressing any health-related concerns.

3.1.5 Implement and enforce policies and procedures to manage student safety and wellbeing during WIL, including incident reporting, risk management, and emergency response protocols.

3.1.6 Require that students receive comprehensive education in professional skills, knowledge, and ethics before and during WIL placements.

3.1.7 Ensure that client consent is obtained for services provided by students, which will include clear communication to clients about the student's role and their right to withdraw consent at any time.

3.1.8 Provide students with clear procedures for raising concerns about WIL experiences or supervision and ensure that these concerns are addressed promptly and effectively.

4. Reporting workplace health, safety hazards and incidents

4.1 All members of Metavision Institute’s higher education community are to promptly report hazards, incidents and injuries and also near misses on the incident report form. Reporting near misses provides a valuable opportunity to improve our procedures to avoid potentially harmful situations and occurrences.

4.2 The Executive Committee reviews and investigates incident reports and implements controls to eliminate or minimise the risk of recurrence. The committee monitors and evaluates its performance in relation to health and safety and regularly reports to the Governance Board on health and safety.

4.3 First Aid kits are available and maintained in Metavision Institute’s head office and the

4.4 Students attending on-campus workshop intensives are informed of the names of staff with first aid qualifications. Staff and contractors do not provide painkillers or any other form of medication to students.

4.4.1 The Executive Committee periodically inspects, reviews and monitors potential hazards in the workplace and learning environment, and assesses the general condition of buildings and maintenance needs.

4.4.2 Staff and contractors may also make requests for maintenance and repairs to the office environment, when required.

4.4.3 Staff, contractors and students are not to attempt repairs themselves.

4.5 Metavision Institute will immediately report to SafeWork Australia by phone on 131510:

4.5.1 The death of a person, whether an employee, contractor or member of the public,

4.5.2 A serious injury or illness, and/or

4.5.3 A dangerous incident that exposes any person to a serious risk, even if no one is injured.

4.6 In addition to WHS reporting, the Executive Committee will ensure that any critical incident involving an international student is recorded and reported to the relevant Australian Government agencies in a timely manner.

5. Responsibilities

5.1 Governance Board

5.1.1 Approves changes to the Policy

5.1.2 Oversees policy implementation

5.2 Executive Committee

5.2.1 Monitors hazards and risks in the workplace and learning environment and regularly reviewing incident reports.

5.3 Chief Executive Officer

5.3.1 Disseminating information, training and monitoring and reporting on hazards and incidents to ensure that all members of Metavision Institute's community are safe from injury and risks to health,

5.3.2 Consulting with members of Metavision Institute's community on all matters impacting health and safety in the workplace and on campus, and

5.3.3 Continually improving health and safety practices and environmental practices

5.4 All staff, contractors, governance committee members, volunteers and students

5.4.1 have a duty to care for their own health and safety, and that of others affected by their actions or failure to act at workplace.

5.4.2 Comply with safe workplace safe practices, and take reasonable care for self and others, with the intent of avoiding injury to themselves and others or damage to Metavision Institute's equipment,

5.4.3 Comply with any direction given by senior management for health and safety reasons,

5.4.4 Not misuse or interfere with equipment provided for health and safety,

5.4.5 Report all incidents at the earliest opportunity,

5.4.6 Report all known or observed hazards, dangers or near accidents to their line manager or the Executive Officer, and

5.4.7 Contribute suggestions for creating and maintaining safe working environments.

Definitions

Term	Definition
Critical Incident	A traumatic event, or the threat of a traumatic event, which has the potential to overwhelm the usual coping mechanisms of the student, and may involve an international student, their dependents, or staff. This can include: missing students, severe injury or illness, natural disaster, death, or any event that may result in an impact on the student's wellbeing and ability to continue their course.
Hazard	A source or a situation (including dangerous occurrences and systems failures) with potential for harm that may result in injury, illness, impairment of mental health, damage to property or the environment, or a combination of these
Incident	An unplanned event (including dangerous occurrences and systems failures) resulting in, or having a potential for, injury, illness, impairment of mental health, damage to property or the environment, other loss, or a combination of these
Manual handling	Any activity requiring the use of force to lift, push, pull, or carry
Near miss	An unplanned event that did not result in injury, illness or damage to property or the environment but had the potential to do so, but by an opportune break in the chain of events such injury, illness or damage was avoided

Related Documents

Category	Documents
Policies	Student Grievance, Complaints and Appeals Policy (Academic)
	Student Misconduct Policy
	Privacy Policy
	Staff Induction Policy
	Work Integrated Learning Policy
Other	Student Handbook
	Student Code of Conduct and Shared Responsibility
	Staff Code of Conduct and Shared Responsibility

Version Control

Field	Detail
Document Title	Workplace Health and Safety Policy
Approved by	Governance Board
Version No.	v1.2.1, Reviewed: October 2025
Date approved	v1.2 approved 4 November 2025
Replaces Version No.	v1.1
Next review due	3 years from approval
Custodian	Chief Executive Officer