

# Health, Safety and Wellbeing (DLI) Policy

## SECTION 1 - PREAMBLE

- (1) This Policy is effective from 17<sup>th</sup> September 2025.

## SECTION 2 - PURPOSE

- (2) This Policy outlines the Deakin Lancaster Indonesia (DLI) commitment to providing a healthy and safe learning and working environment that supports positive wellbeing outcomes.

## SECTION 3 - SCOPE

- (3) This Policy applies to all DLI students, staff and associates across all activities and locations under the management and control of DLI, including fieldwork and off-site DLI-sponsored events.
- (4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

## SECTION 4 – POLICY

- (5) DLI creates and promotes work and learning environments, so far as is reasonably practicable, that are safe and supportive of the health, safety and wellbeing of students, staff, associates, contractors, and visitors in compliance with all applicable Indonesian laws, regulations, standards, and partner university requirements.
- (6) In support of its strategic agenda, DLI will:
  - a) consider and prioritise health, safety and wellbeing in decisions and activities that may affect the DLI community
  - b) integrate health, safety and wellbeing into DLI management systems, activities and strategic objectives
  - c) consult with staff, and where appropriate students, on health, safety and wellbeing matters and maintain representative and consultative structures and processes
  - d) maintain health and safety risk registers and programs
  - e) identify, eliminate and reduce health, safety and wellbeing risks through effective hazard and risk management processes

- f) monitor and review health, safety and wellbeing performance to continually improve systems and ensure legislative obligations are met
- g) provide and maintain adequate facilities and safe systems of work
- h) provide necessary information, instruction, supervision and training
- i) support and encourage a safe learning and workplace culture by:
  - i. facilitating active participation in health promoting initiatives
  - ii. enhancing staff knowledge, awareness and skills in health, safety and wellbeing practices
  - iii. enhancing student knowledge, awareness and skills in health, safety and wellbeing practices as they relate to teaching, learning and research activities
  - iv. encouraging the use of health support services for students and staff experiencing health, safety and wellbeing issues
  - v. offering reasonable adjustments for students and staff experiencing health, safety and wellbeing issues
- j) enable staff with work-related illnesses and injuries to return to work as soon as is reasonable through prompt return-to-work planning and effective rehabilitation.

## Roles & Responsibilities

(7) The Rector (Yayasan) and Chief Operating Officer (Navitas) will:

- a) lead the effective implementation of this policy and exercise due diligence in health, safety and wellbeing matters for their areas of responsibility
- b) promote a culture that ensures and continues to improve the health, safety and wellbeing of the DLI community.

(8) Staff with management and supervisory responsibilities will, for their local area or functions they have management and control over:

- a) manage and monitor operational health, safety and wellbeing requirements
- b) apply DLI's suite of health, safety and wellbeing systems
- c) investigate and action any health and safety reports and initiate/lead early intervention and prevention programs and initiatives.

(9) All students and staff have responsibility to take reasonable care for their own safety, and are responsible for maintaining, supporting and contributing to a strong health, safety and wellbeing culture, including ensuring that they personally follow safe work practices.

(10) All staff must:

- a) ensure that they are familiar with this policy and associated procedures
- b) comply with this policy and any reasonable instruction given by DLI in relation to health, safety and wellbeing

- c) take reasonable care for their own health and safety, and ensure their acts or omissions do not adversely affect the health, safety and wellbeing of others
- d) promptly report all hazards, incidents and near misses
- e) support the return to work of staff with work-related illnesses or injuries.

(11) The effectiveness of this policy and associated programs will be assessed through:

- a) feedback from, and consultation with partner universities, the DLI community, staff, Health and Safety Representatives, students and their representatives and management
- b) performance focused assurance program and review by management to determine if DLI health, safety, and wellbeing risk mitigation strategies and controls are effective
- c) feedback from students via surveys, focus groups, representative bodies and other means.

## SECTION 5 - PROCEDURE

(12) Refer to the DLI Health and Safety Manual

## SECTION 6 - DEFINITIONS

(13) For the purposes of this Policy:

- a) **health:** a state of physical, mental and social wellbeing and not merely the absence of disease or infirmity as defined by the World Health Organization.
- b) **safety:** the control of recognised hazards to achieve an acceptable level of risk.
- c) **staff:** members of the academic or professional staff, executive or honorary staff.
- d) **student:** as defined in section 3 Deakin University Act 2009 (Vic) means: (a) a person enrolled at the University in a course leading to a degree or other award; or (b) a person designated as a student or who is of a class of persons designated as students by the Council.
- e) **DLI community:** includes students, staff, associates (contractors, consultants, volunteers, visiting appointees and visitors to DLI), as well as members of the general community who use facilities or are affected by the operations of DLI
- f) **wellbeing:** not simply the absence of disease or illness, wellbeing is a combination of a person's physical, mental, social, and emotional health factors.

POLICY DETAIL	
<b>Name of policy</b>	Health, Wellbeing and Safety
<b>Approved by</b>	Council or Vice-Chancellor or Academic Board
<b>Approval date</b>	17th September 2025
<b>Date of effect</b>	17th September 2025
<b>Version</b>	V[1.0]
<b>Date of review</b>	<i>The standard is five years from effective date, although can be reviewed more frequently if required.</i>

	<i>New policies are to be reviewed within 12 months to confirm effectiveness.</i>
<b>DLI Approval</b>	Yayasan Governing Board 17 <sup>th</sup> September 2025
<b>Deakin University Approval</b>	Vice-Chancellor Professor Iain Martin 10 <sup>th</sup> September 2025
<b>Lancaster University Approval</b>	University Executive Board 9 <sup>th</sup> September 2025
<b>Responsible Executive</b>	Chief Operating Officer
<b>Implementation Officer</b>	Chief Operating Officer or nominee
<b>Policy/procedure superseded</b>	Health Wellbeing and Safety Interim policy
<b>Summary</b>	This Policy outlines the Deakin Lancaster Indonesia (DLI) commitment to providing a healthy and safe learning and working environment that supports positive wellbeing outcomes.
<b>Key words for online searching</b>	Health and wellbeing Safe learning and working environment
<b>Category</b>	University governance
<b>Target audience</b>	Students, staff, associates