



SAFETY AND SECURITY PROCEDURES

1. Overview

Sydney Institute of Traditional Chinese Medicine (“SITCM”) is committed to establishing and maintaining a safe and secure educational and work environment where students and staff engage in educational and work processes in a safe, secure, and productive environment.

In accordance with Provider Registration Standard 6.7, SITCM aims to provide and promote an inclusive and safe culture, with appropriate security arrangements in place on campus, and where students and staff are advised of actions they can take to enhance their safety and security both on and off campus.

2. Measures to enhance safety and security

The following table indicates the types of safety and security arrangements and information provision that are in place to foster for all stakeholders a safe and secure learning and work environment.

Safety &/or security Issue	Impacts	Safety &/or Security Measure	Documentation	Responsibility
Inclusive and safe culture	All stakeholders	Information on compliance with relevant Commonwealth, State and Territory laws, and compliance with regulatory requirements and statutory obligations	Student Handbook Staff Manual SITCM website	CEO
	Students	Information about discrimination, bullying and harassment, including sexual harassment	Student Orientation Student Code of Conduct	Dean
	Staff	Information about discrimination, bullying and harassment, including sexual harassment	Staff Induction Staff Manual	CEO
The right to lodge a grievance	Students	Information about ready access to grievance procedures and lodging a grievance without fear of reprisal	Student Orientation Student Handbook Student Grievance Handling Policy and Procedure	Dean
	Staff	Information about ready access to grievance procedures and making complaints without fear of reprisal	Staff Induction Staff Manual	CEO
The right to a safe & secure environment	Students	Information about responsibility to maintain a safe and secure environment respectful of the needs of others	Student Orientation Student Code of Conduct	Dean
	Staff	Information about responsibility to maintain a safe and secure environment respectful of the needs of others	Staff Induction Staff Manual	CEO
Code of Conduct	Students	Information about rights and obligations and disciplinary procedures for breaches	Student Orientation Student Code of Conduct Student Handbook	Dean

Safety &/or security Issue	Impacts	Safety &/or Security Measure	Documentation	Responsibility
	Staff	Information about rights and obligations and disciplinary procedures for breaches	Staff Induction Staff Manual	CEO
Evacuation & emergency procedures	Students	Information on adherence to safety procedures (emergencies and evacuations) and safe locations	Student Orientation Student Handbook WHS Handbook Campus signage Evacuation drills	Registrar
	Staff	Information on adherence to safety procedures (emergencies and evacuations) and safe locations	Staff Induction Staff Manual WHS Handbook Campus signage Evacuation drills	CEO / Registrar
Workplace Health & Safety (WHS) Procedures	Students	Information on WHS procedures and mechanisms	Orientation Program Student Handbook WHS Handbook	Dean
	Staff	Information on WHS procedures and WHS compliance	Staff Induction Staff Manual WHS Handbook	CEO
TCM clinical practice	Students	Information on CM practice in a clinically competent and safe manner	Student Orientation Student Handbook WHS Handbook Campus signage Manual for Clinical Practice	Dean / Clinic Placement Coordinator
	Staff	Information on CM practice in a clinically competent and safe manner	Staff Induction Staff Manual WHS Handbook Campus signage Manual for Clinical Practice	Dean / Clinic Placement Coordinator
Theft Prevention	Students	Information on protecting personal property	Student Orientation Student Handbook	Registrar
	Staff	Information on protecting personal property, security procedures (keys and duplicates); lockable cabinets; locking office doors when vacant	Staff Induction Staff Manual	CEO
Campus security	Students	Information on campus security, building management security and hours of access (including library) Advice on how to limit personal risk Engaging security personnel as appropriate Information on external clinical placement safety and security	Student Orientation Student Handbook Campus signage Manual for Clinical Practice	Dean / Registrar / Student Support Officer
	Staff	Information on campus security and building management security	Staff Induction Staff Manual	CEO

Safety &/or security Issue	Impacts	Safety &/or Security Measure	Documentation	Responsibility
Security of Personal Information	Students	Information about privacy and personal information	Student Orientation Privacy & Personal Information Procedures	Dean
	Staff	Information about privacy and personal information	Staff Induction Staff Manual	CEO

3. Version Control

Document: Safety and Security Procedures		
Procedure owner: Executive Management Group (EMG)		
Procedure Developer and Reviewer: CEO	Version #: 1.0	Date: 18 November 2015

Version History

Version	Authorised by	Approval Date	Details
1.0	EMG	18 November 2015	Document creation