

# CG7-I: Critical Incident Policy

---

## Policy

1. SHIC is committed to protecting staff and students in the event of a critical incident and will take appropriate actions to maximise the safety of all staff and students and any other persons involved in the critical incident.
2. SHIC ensures that as far as possible risk reduction measures are in place to reduce the likelihood of a critical incident. This is specified in SHIC Health and Safety Policy and Procedure.
3. A designated officer and/or critical incident team will manage critical incidents.
4. All staff will receive an induction into their role which will include information about health and safety, as well as critical incidents. Training and updates to information will be provided to staff on a regular basis.
5. Students will receive information about health and safety, including critical incidents, in the Student Handbook, as well during their orientation. This will include information on safety and awareness relevant to life in Australia and how to see assistance for and report an incident that significantly impacts on their well-being, including critical incidents. Updates to information will be provided to students as required.
6. SHIC will ensure that appropriate post-incident support is provided as required.
7. SHIC response to critical incidents will always be evaluated and improvements identified and implemented as required.

### Document Control

<b>Document No. &amp; Name:</b>	CG7-I - Critical Incident P&P V1.1
<b>Quality Area:</b>	CG Corporate Governance
<b>Author:</b>	RTO Advice Group Pty Ltd
<b>Status:</b>	Approved
<b>Approved By:</b>	CEO
<b>Approval Date:</b>	1 Feb 2024
<b>Review Date:</b>	1 Feb 2025
<b>Standards (National Code):</b>	Standard 6

RTO N°: 45168 CRICOS N°: 03606A