

Workplace Health and Safety Policy and Procedure

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Workplace Health and Safety	January 2020/V1.0	CEO and/or nominee	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015, ESOS Act and the National Code and WHS legislation

Policy purpose and statement

The policy's purpose is to promote and maintain the health, safety and well-being of ALL by aiming to

- protect the health and safety of all employees, students, contractors, visitors and other persons at our education and training workplace(s)
- prevent accidents and ill health caused by ensuring compliant working conditions
- protect individuals from health hazards which may arise out of their work or the conditions in which it is carried out
- place and maintain individual in accordance with occupational and environment requirements to as part of their specific health, safety and well-being needs
- ensure the physical building and workplaces are and/or remain compliant with building codes and requirements

Procedure

The policy is supported by the following procedure requirements and is achieved through consultation and cooperation of individuals by providing them with the necessary information, instruction, training, supervision and equipment.

Management will ensure that appropriate designated work groups are established if required and that health and safety representatives and designated workplace supervisors are nominated and their roles maintained.

Health and Hygiene

For the health and comfort of all students and staff are asked to maintain an acceptable standard of personal hygiene and use all facilities provided appropriately.

- All rubbish should be placed in bins
- Classrooms and workshops should be left in a clean and orderly state
- If you are a smoker - There is NO SMOKING permitted in the building or foyer areas. You must be outside the building and at least 10 metres from the doorway
- You may not consume food or drink in classrooms or workshops unless specifically authorised by staff
- Student areas are to be kept clean, particularly the communal fridges and microwave ovens
- Ensure sanitary use of food preparation areas
- Ensure bathroom facilities are used in accordance with required health and hygiene requirements

Disclosure of medical condition

If you have a personal health condition that may affect your performance under certain conditions or at certain times, please advise the CEO. Such conditions may include a disability or the prescribed use of medication that may affect your performance or attendance. All information will be treated confidentially and is used to provide support or treatment if an emergency situation arises.

Alcohol and drug policy

There is a responsibility to create and maintain a safe and healthy environment for all employees, students and visitors. You should not be affected by alcohol and other drugs and should observe local, state and federal laws in relation to using, possessing, and giving or selling alcohol and other drugs.

You are expected to take personal responsibility to ensure your own health and safety and that of others at all times and should refrain from any conduct, or behaviours that could affect your own performance or the safety and wellbeing of others.

If you are using prescribed medications, you must consider whether there are possibilities of any problems arising within the environment. In particular, you must not operate vehicles, equipment or machinery if you are taking prescribed medication that may impair your ability to do so safely.

It is important that you inform us of any likely problems and brief them on the response to follow to assist you to overcome any difficulties.

If you need some support in dealing with an alcohol or other drug problem, you are encouraged to seek confidential help from the nominated student support officer. If you do not seek assistance for such a problem and your behaviour is unsafe, inappropriate or impacts on others, disciplinary action may be taken against you.

Smoking

NO SMOKING is permitted in the building or in the foyer. You must be outside the building at least 10 meters from the doorway.

Reporting hazards

It is your responsibility to report any hazards you see that may cause injury or damage. Please report these hazards to facilitators or other staff as soon as possible.

Medical Emergencies

If you witness a medical emergency or an accident involving injury, you must report it immediately to a staff member so the First Aid Officer can assist and any hazards can be identified and/or eliminated.

If the First Aid Officer is not available, please follow the procedure outlined below:

1. Provide comfort and assistance to the patient
2. Send someone to notify a first aid officer or staff member
3. Stay with the patient until medical assistance arrives

Note:

- **If the you believe the incident to be urgent and/or critical call 000 or ask some else as the first priority**
- **If you are unable to follow this procedure for any reason, you can call an ambulance yourself. To do this from any office telephone, choose a line and dial 000.**

If an incident or accident does occur, you are required to complete an incident report form and ask the injured party to sign it when appropriate and send it to the CEO for review. The incident report template can be found in the QMS.

Once the incident report has been reviewed and any necessary actions completed, the incident report is to be reported and stored in the following way:

- Place a copy in the staff or student file
- Report the incident and any actions through the RTO management meeting minutes including a copy including the incident report document(s)

Emergency procedure and evacuation

- If there is an emergency requiring evacuation, the Emergency Warden will respond in accordance with the requirements
- On the sound of an evacuation alarm or the advice of an Emergency Warden, collect your valuables and evacuate the building quickly and

calmly via the nearest fire or emergency exit and then proceed to the assembly area as directed.

- **Do not use lifts** in the case of fire. All class groups should remain together so that staff can readily determine if all people on the campus are accounted for.
- If you are away from your normal area, follow the warden's instructions in the area you are in. You can recognise a warden by the coloured hat that they will wear. Do not attempt to return to your area until directed by a warden.
- Assist any people with special needs to evacuate the building if possible.
- When you reach the emergency assembly area, remain there until you are given the 'all clear' direction or you are dismissed by the Emergency Warden. You must not re-enter the building until the 'all clear' has been given.

Manual lifting

To ensure safe manual lifting the WHS regulations provides guidance on maximum weight to be lifted including seated 4.5 kg and standing maximum of 16 kg.

First Aid Officer Training

The First Aid Officer will hold the nationally recognised statement of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency.

Provide First Aid - provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance.

Refresher training in CPR is to be undertaken annually and first aid qualifications should be renewed every three years.

The First Aid Officer may also need to undertake additional first aid training to respond to specific situations at their workplace. For example, where workers have severe allergies so they can respond to things such as anaphylaxis.

Additional Information

- WHS Officer and Emergency Warden is the CEO and/or nominee
- First Aid Officer is the CEO and/or nominee

Legislative/statutory requirements

- Australian, State and Territory WHS legislation

Associated documents

- ASQA's Fact Sheet on Health and safety requirements for educational premises -
- Critical incident accident report form
- CRICOS Critical incident policy and procedure

Measure of policy effectiveness

- Number of WHS incidents
- Response to WHS incidents

Definitions/acronyms

- WHS – Workplace Health and Safety
- ASQA – Australian Skills Qualification Authority
- CEO – Chief Executive Officer