

## Health and Safety Policy

### 1. Policy

This policy is committed to provide and ensure a safe and healthy working and learning environment for staff, students and visitors to Vocational Training Institute (VTI) in accordance with its legislative obligations.

### 2. Purpose

The purpose of this policy is to affirm VTI's commitment to occupational health and safety and reflects the value VTI places on the health and wellbeing of its staff members, students and people who visit or attend college for various reasons.

### 3. Scope

This policy applies to all the staff members and students of VTI as well as visitors and contractors, as well as those activities undertaken by VTI at other locations.

### 4. Legislative Context

The legislative elements of the OHS compliance framework are;

- Occupational Health and Safety Act, 2004
- Occupational Health and Safety Regulations 2017
- Occupational health and safety compliance and enforcement framework
- Work Health and Safety Act 2012
- Work Health and Safety Regulation

### 5. Policy Statement

5.1 This policy recognises that the health and safety of all employees, students and visitors within VTI is the responsibility of college management. In fulfilling this responsibility, management has a duty to provide and maintain so far as is practicable a working environment that is safe and without risks to health and includes:

- Providing and maintaining safe equipment and systems of work;
- Making and monitoring arrangements for the safe use, handling, storage and transport of equipment and substances;

- Maintaining the workplace in a safe and healthy condition;
- Providing adequate facilities to protect the welfare of all employees and students;
- Providing information, training and supervision for all employees;
- Enabling them to work in a safe and healthy manner.

5.2 VTI will observe, implement and fulfil its requirements under the OHS Act 2004, relevant OHS Regulations and other health & safety requirements.

5.3. Operations Manager has allocated responsibility to fulfil health and safety duties and conjointly with CEO, forms OHS committee.

5.4 In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that health a safety issues are regularly reviewed.

5.5 A safe culture will be reinforced through;

- Continually identifying, assessing and controlling possible risks to the health and safety of employees and students that may arise in the workplace
- The provision of information concerning such risks and the promotion, instruction, training and supervision of employees and students to ensure safe work practices
- Giving employees the opportunity to participate in health and safety decisions that affect them.

5.6 VTI will take every practicable step to provide and maintain a safe and healthy work environment for all employees, students, contractors and visitors to VTI.

5.7 All students will be provided with support service and welfare information at orientation, in handbooks and through notices supplied by student support staff and other staff.

5.8 VTI has nominated student support officer available to students to discuss issues that may be adversely impacting on their studies.

5.9 VTI has a Student Complaints and Appeals Procedure, so that students are able to discuss issues with support staff and to appeal decisions with which they are dissatisfied.

5.10 VTI has a Critical Incident Policy and Procedure which includes emergency evacuation procedures.

5.11 For those courses that pose physical risks, such as automotive practical classes, students are required to wear the appropriate personal protective equipment's (PPE's) stipulated for the course. Students who are not wearing appropriate protective clothing will not be permitted to participate in the class. Students are made aware of the need to abide by this requirement prior to course commencement.

## **6. Procedure**

### **6.1 Hazard Identification and Reporting**

- Any person who notices a hazard that may pose a risk of harm to people and/or environment must fill the Hazard Report Form available at reception.
- Completed form must be forwarded to the Operations Manager who will assess the severity of the risk and take immediate steps to control, contain or eliminate the risk.

- Operations Manager will present the risk assessment to the Health and Safety Committee for discussion and devising a risk control plan.
- All the documentation will be kept for records and future reference.

## **6.2 Risk Assessment**

- On receipt of a Hazard Report Form, the Operation Manager or OHS nominee will complete a Risk Assessment using the Risk Assessment Form to determine likely frequency and severity of the risk.
- A risk rating will be issued to help determine appropriate action.
- For the highest risk rating, immediate action will be taken to contain, minimise or eliminate the risk.
- For moderate risk rating, the hazard will be monitored until the time the risk is either minimised or eliminated (within 7 days)
- For low risk rating, the hazard will be monitored until the time the risk is contained (reasonable amount of time can be taken)
- The Health and Safety Committee will prepare a risk control plan to provide a long-term solution and prevent further hazards.

## **7. Responsibility**

### **7.1 Management Duties**

The management of VTI:

- Is responsible for the effective implementation of VTI's health and safety policy;
- Must observe, implement and fulfil its responsibilities under the OHS Act 2004 and regulations;
- Must ensure that the procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed;
- Must take regular assessments of health and safety performance and resources in cooperation with those with designated and elected health and safety functions;
- Must ensure that all specific policies operating within VTI are periodically revised and consistent with college health and safety objectives;
- Must provide information, training and supervision for all employees in the correct use of equipment and substances used throughout VTI;
- Must be informed of incidents and accidents occurring on VTI premises or to college employees and students so that health and safety performance can accurately be gauged.

### **7.2 Employee and Student Duties**

All the employees and students of VTI;

- Have a duty to take reasonable care of which they are capable for their own health and safety and others affected by their actions in VTI;
- Should comply with all safety procedures and directions;

- Must, in accordance with VTI's procedures for accident and incident reporting, report potential and actual hazards to operational manager or, in the case of students, to their trainer and assessor or administration.

### **7.3 Visitors**

- In the interests of maintaining safety, students their employees and visitors are required to observe and comply with all health and safety standards and rules produced.
- This includes any safety signage or warnings, or instruction given by any college employee whilst on our premises.

The Operations Manager is responsible for effective implementation and management of this policy as well as maintaining and supporting a safe work environment. The CEO has overall responsibility for the implementation and review of this policy. Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: [ceo@vocationalinstitute.com.au](mailto:ceo@vocationalinstitute.com.au)

### **8. Relevant Documents**

- Hazard Report Form
- Risk Assessment Form
- Complaints and Appeals Policy
- Critical Incident Policy