

Work Health and Safety Policy

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1.1	30 th June, 2024	Creation of policy

Regulatory Alignment

- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022

Policy Title	Work Health and Safety
1. Purpose	<p>Australian Tertiary Institute is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, Australian Tertiary Institute is required to comply with relevant Federal, State and Territory laws, including that relating to Workplace Health and Safety.</p> <p>The purpose of this policy is to ensure Australian Tertiary Institute complies with relevant Commonwealth Work Health and Safety (WHS) Act and regulatory requirements that are relevant to its operation and Scope of Registration.</p>

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<h2>2. Policy Statement</h2>	<p>Australian Tertiary Institute is committed to providing a learning environment which is free from safety and health hazards and that all staff, clients and visitors are fully informed of these safety and health requirements including Emergency Procedures that affect their duties or participation in vocational education and training.</p> <p>Australian Tertiary Institute will:</p> <ul style="list-style-type: none"> • Provide staff, clients and contractors a safe and healthy learning environment; • Provide a safe and healthy workplace to allow all our employees to perform their tasks to their maximum potential, safely and efficiently; and • Comply with relevant laws, regulations and standards.
<h2>3. Related Forms/Documents</h2>	<ul style="list-style-type: none"> • Hazard Report Form • Emergency Evacuation Plan
<h2>4. Definitions</h2>	
<p>Workplace Health and Safety (WHS) -The policies, procedures, and practices designed to protect the health and safety of employees in the workplace.</p> <p>Hazard - Anything that has the potential to cause harm or adverse health effects, such as chemicals, machinery, or ergonomic issues.</p> <p>Emergency Procedures – A documented plan outlining the procedures to follow in the event of an emergency, including evacuation routes, communication protocols, and first aid.</p> <p>Incident - An event that results in, or could have resulted in, injury or damage. It includes near-misses and accidents.</p> <p>Risk Assessment - The process of identifying, analyzing, and evaluating risks associated with hazards to determine appropriate control measures.</p>	

5. Policy Principles

5.1 Underpinning Principles

- Australian Tertiary Institute uses a consultative and participative approach with employees regarding Workplace Health and Safety.
- Australian Tertiary Institute considers **Risk Management** a top priority in all activities on and off site and WHS is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.
- The Chief Executive Officer (CEO)/Principal Executive Officer (PEO) and staff of Australian Tertiary Institute conduct bi-annual Safety Risk Audits and enter any identified

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Actions into the **Continuous Improvements Register**. This includes an Action Date and a Date Closed so that the Administration Manager can follow up any issues with PEO/Principal.

- d) Australian Tertiary Institute at all times plans for and monitors its employees and clients wherever they are working.
- e) Evaluation of WHS matters are discussed in the regular meetings.
- f) Australian Tertiary Institute provides ergonomic equipment at all times.
- g) Safe use of equipment is discussed at regular staff meetings.
- h) Safe plant and equipment are provided and maintained by Australian Tertiary Institute.
- i) Environmental protection is a Australian Tertiary Institute concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.

5.2 First Aid

- a) Australian Tertiary Institute has qualified First Aid competent employees at all times.
- b) Australian Tertiary Institute ensures first aid is only administered by qualified First Aid competent employees.
- c) Australian Tertiary Institute has a well- equipped first aid room catering for first aid emergency.

5.3 Management of Workplace Hazards / Risks

- a) Australian Tertiary Institute conducts regular safety inspections in the workplace.
- b) Trainers/Assessors must undertake a safety inspection of training and assessment environment prior to commencement each day.
- c) Hazard may be identified at any time and are to be reported to the Administration Manager of Australian Tertiary Institute immediately.
- d) Hazard Management will include:
 - i. Hazard identification;
 - ii. Risk Assessment;
 - iii. Risk Control; and
 - iv. Monitor and Evaluation.

5.4 Reporting Accidents and Incidents

All accidents and incidents must be reported immediately to the Administration Manager of Australian Tertiary Institute.

5.5 Emergency Management Plan

In the event of an accident or incident, emergency management plans must be followed. These may include:

- i. Administration of First Aid;
- ii. Organising Medical assistance (Paramedics, Doctors, Transport to Hospital/Medical facility);
- iii. Bomb Threats protocols;
- iv. Evacuation protocols;
- v. Hazard Corrective actions.

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6. Australian Tertiary Institute Responsibilities

6.1 Primary Duty of Care – Australian Tertiary Institute

Australian Tertiary Institute will:

- i. Provide and maintain: safe work areas and systems of work; adequate facilities and amenities
- ii. Monitor the work environment to maintain safe working conditions
- iii. Provide adequate information and training to workers regarding workplace health and safety (including ways of reporting health and safety issues)
- iv. Keep information and records relating to the health and safety of their employees
- v. Nominate a person at the appropriate level to be the employer's representative when health and safety issues arise.
- vi. Ensure that an appropriate person is nominated by the workers to be the employee representative when health and safety issues arise.

6.2 Primary Duty of Care – Employees and Clients

All employees and clients have a primary duty of care to:

- i. Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace; and
- ii. co-operate with your employer or trainer with respect to any action taken by the employer or trainer to comply with any requirements imposed by or under this Act;
- iii. not wilfully or recklessly interfere with or misuse safety equipment that is provided; and
- iv. not wilfully put at risk the health and safety of others.

7. Legislation

- a) Australian Tertiary Institute must abide by the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022.
- b) The legislation provides a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by:
 - i. protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work; and
 - ii. providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety; and
 - iii. encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment; and
 - iv. promoting the provision of advice, information, education and training in relation to work health and safety; and
 - v. securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
 - vi. ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this Act; and

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- vii. providing a framework for continuous improvement and progressively higher standards of work health and safety; and
- viii. maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in this jurisdiction.

8. Records Management

All documentation from Workplace Health and Safety processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

9. Monitoring and Improvement

All practices for Workplace Health and Safety are monitored by the CEO/PEO, Australian Tertiary Institute and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

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