

OCCUPATIONAL HEALTH & SAFETY AND LEGISLATIVE OBLIGATIONS POLICY

1. HEALTH AND SAFETY IN THE LEARNING/WORKING ENVIRONMENT

Policy Reference Area:

Condition of Registration 3, Compliance with Legislation

AQTF 2007 Standard 3, The RTO uses a systematic and continuous improvements approach to the management of its operations.

Purpose

This procedure describes the action to be undertaken to ensure that the SSNT occupational health and safety objectives can be met and that SSNT continues to offer a safe work/learning environment in line with legislative requirements.

Scope of Procedure

This procedure applies to people employed/contracted by SSNT and clients participating in training and assessment services under the authority of the organisation as a Registered Training Organisation, RTO.

Responsible Authority

The Principal is responsible for the implementation of this procedure together with the Occupational Health and Safety Officer.

Objectives

The SSNT aims to provide a work and study environment that complies with the following aspects:

Health, Safety and Welfare

In relation to training and assessment, this assumes:

- training and assessment occurs in a safe environment that does not threaten injury and/or ill-health
- training and assessment occurs in an environment where OH&S principles are applied, are current and continually improved
- training and assessment occurs in an environment where the trainer(s)/assessor(s) have vocational competence in OH&S sufficient to protect students against threat of injury and/or ill-health
- both staff and students have a safe environment that does not threaten injury and/or ill-health

Legislative and Regulatory Standards

The requirements of the OH&S Act (1985), updates and other impacting legislation relevant to maintaining the health, safety and welfare of students and staff are employed.

Sanctions

External sanctions apply for non-conformance. Failure to alert management to a safety/health risk will result in disciplinary action by the Principal Officer(s). The same action will be imposed for risk arising through negligence or intentional behaviours/actions.

PROCEDURE

To achieve policy objectives, SSNT will implement an Occupational Health and Safety program. This program focuses responsibilities and resources in the areas of:

- accident and injury prevention
- hazard removal and control
- the development of safe and healthy work practices
- the promotion of health and safety awareness
- the provision of training in safe and healthy work practices
- the compliance with health and safety legislation and regulations
- the rehabilitation of injured employees

Program

All employees/contractors at SSNT are to be made aware of the organisation's OH&S program through induction and staff development processes. Students/Clients must similarly be made aware of their rights/responsibilities with regard to health/safety of self and others, through orientation processes and documents.

Procedures for maintaining a healthy and safe work environment include:

- OH&S reporting system to record and investigate accidents and other health and safety incidents
- safety audits and workplace assessment procedures
- Allocation of OH&S responsibilities to a specific position of employment
- Provision of advice and training to encourage safe and healthy work practices.

The OH&S Officer, (Mr Leo Gregorc), is required to report on matters of policy implementation, accident and critical incident records, documented requirements for policy amendments or need for review. The OH&S Officer is required to ensure:

- safety goals and objectives are clearly established for each training/assessment site. This may include documentation from work-sites where training is delivered on-the-job if applicable. Requirements/procedures are to be made available by the relevant employer
- OH&S Policy and SSNT procedures are clear to all staff at all levels
- accidents, injuries and incidents affecting occupational health and safety are appropriately investigated and all necessary steps taken to remedy adverse situations
- occupational health and safety inspections and audits occur at regularly intervals across all work/training areas
- staff, students and visitors (including contractors and volunteers) are encouraged to adopt good health and safety practices through posters and other community education media,
- the necessary controls and maintenance procedures for a safe and healthy workplace are in place and in practice,
- new staff are given appropriate induction in occupational health and safety,
- adequate budgetary provision is made to meet occupational health and safety needs
- all legal requirements are met with regard to occupational health and safety.
- the provision of OH&S training programs for staff and students is appropriate to their work level and/or responsibilities
- staff and student concerns about health and safety are responded to

All students/staff/clients are required in accordance with the OH&S Acts (1985) Section 25, to take reasonable care for their own health and safety and for the health and safety of anyone else who may be effected by their acts or omissions at the workplace.

As a guide to accident prevention and hazard identification, evaluation and control, employees and students are to be advised to:

- report all accidents and injuries as soon as possible after the event. "Near-miss" incidents should also be reported on the same form so that preventative action may be taken,
- assist OH&S Officers or other staff or 'Accident Investigators' if applicable,
- report hazards to Trainers/ Co-ordinators,

- follow instructions such as safe-work policies, procedures and practices
- take care to protect the health and safety of oneself and others while on training/work site,
- use equipment with all due care and report incidents of damage or malfunction
- use safety equipment and protective clothing provided or as directed.

Templates/Forms

- Critical Incident Report
- Site clearance Proforma

Further Information/Resource

- Handbooks
- Training and Assessment Strategies
- Incident reports
- Duty Statements

2. ENSURING LEGISLATIVE AND REGULATORY COMPLIANCE

Policy Reference Area:

Condition of Registration 3: Compliance with Legislation

AQTF Standards Reference 3.1 The RTO uses a systematic and continuous improvements approach to the management of its operations.

Purpose

This procedure describes how SSNT ensures compliance with legislation and regulations relevant to its scope of operations as an RTO.

Scope of Procedure

This procedure applies to all persons employed or contracted to SSNT, and those participating in the services offered by the RTO.

Responsible Authority

The Principal Officer(s) is responsible for the organisation's compliance against these requirements, together with Heads of Departments and the Quality Assurance Manager for resource management and knowledge dissemination.

Definitions

None required

Sanctions

Failure to acknowledge responsibilities in this area will lead to external sanctions. Deliberate non-conformance may result in a warning in line with Award arrangements, or other sanctions including suspension from participation in training/assessment events, as appropriate.

PROCEDURE

As a minimum, SSNT is governed by legal and regulatory requirements for:

- Occupational Health and Safety
- Anti-discrimination
- VET Act, VRQA Act
- Apprenticeships and Trainees Act
- Privacy Information Act
- Health Act
- Health Records Act
- Employment and Industrial Relations Act
- Whistleblowers Act
- Health Practitioners Registration Act

The Principal Officer(s) will keep the Quality Assurance Manager informed of all legislation and regulations relevant to the organisation's operations as an RTO. Reports and updates regarding the scope of compliance requirements is to be provided to the Quality Assurance Manager, email being an adequate media.

The Principal will also ensure that all insurances are current.

The Quality Manager will ensure relevant matters of legislation and regulation are:

- current in induction and orientation materials
- updated regularly and information disseminated among staff

- sourced and available for viewing in hard copy (where available) or through web access
- considered and referenced in relevant policy and procedural areas as appropriate
- included in the organisation's self-assessment process for currency and implementation.

Templates/Forms

- Register of Legislative and Regulative Responsibilities

Further Information/Resource

- Code of Practice