QA-POL-0031 – AIICT Work Health and Safety Policy

1. Purpose

This policy is provided on behalf of the RTO, Everthought College of Construction (ECOC) trading as Australian Institute of ICT (AIICT), for AIICT as a commitment to providing quality training and assessment in accordance with the Standards for Registered Training Organisations 2015 (SRTOs). As such, AIICT is required to comply with relevant Federal, State and Territory laws, including that relating to Workplace Health and Safety.

The purpose of this policy is to ensure AIICT complies with relevant Commonwealth and State Work Health and Safety (WHS) Legislation and regulatory requirements that are relevant to its operation and Scope of Registration.

2. Policy Statement

AIICT is committed to providing a learning environment which is free from safety and health hazards and that all staff, students 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.

AIICT will:

- Provide staff, students 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.

3. Policy Principles

3.1 Underpinning Principles

a) AIICT uses a consultative and participative approach with employees regarding Workplace Health and Safety.

b) AIICT 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.

c) AIICT Management is to conduct bi-annual Safety Risk Audits and enter any identified Actions into the **Continuous Improvements Register**. This includes an Action Date and a Date Closed so that the Administration and Compliance Manager can follow up any issues with the AIICT Training Manager if required.

d) AIICT at all times plans for and monitors its employees and students wherever they are working.

e) Evaluation of WHS matters are discussed in the regular meetings.

f)   AIICT 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 AIICT.

i)   Environmental protection is an AIICT concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.

3.2 First Aid

a)   AIICT ensures first aid is only administered by qualified First Aid competent employees.

3.3 Management of Workplace Hazards / Risks

a)   AIICT conducts regular safety inspections in the workplace to monitor adherence to these policies and procedures.

b)   Trainers/Assessors must undertake a safety inspection of training and assessment environment prior to commencement each day.

c)   Hazards may be identified at any time and are to be reported to the relevant Training Manager immediately.

d)   Hazard Management will include:
   i.   Hazard identification;
   ii.   Risk Assessment;
   iii.   Risk Control; and
   iv.   Monitor and Evaluation.

3.4 Reporting Accidents and Incidents

a)   All accidents and incidents must be reported immediately to relevant Training Manager immediately.

3.5 Emergency Management Plan

a)   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.

4. AIICT Responsibilities

4.1 Buildings

AIICT is responsible for complying with the building, health and safety approval requirements of each site used for training delivery (i.e. educational premises), including the premises used by any third party.

There are some differences of approach between the jurisdictions in whether or not they issue approvals for the use of buildings as educational premises on the basis that premises meet BCA requirements. AIICT must identify any local (state or local government) requirements and comply with them.

Where BCA approval is required, the BCA requires buildings to comply with a range of health, safety and structural requirements including requirements relating to:
- emergency lights
- air flow
- egress
- electrical load
- student capacity
- exit signage
- fire safety
- door and corridor widths
- toilet facilities, and
- disabled access and disabled toilet facilities

Note: Educational premises are classified in the BCA as 'Class 9b buildings'.

4.2 Primary Duty of Care – AIICT

a) AIICT 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.

4.3 Primary Duty of Care – Employees and Students

a) All employees and students have a primary duty of care to :

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    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.

5. Legislation

a) AIICT will abide by the relevant Work Health and Safety legislation for the State or Territory that training and/or assessment is being delivered.

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

    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.

6. Records Management

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

7. Monitoring and Improvement

All practices for Workplace Health and Safety are monitored by the relevant Training Manager and areas for improvement identified and acted upon.