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Purpose

This policy outlines the approach taken by Wise Workplace Training to ensure a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.

It ensures also compliance with Standard 6 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Definitions

Hazard means any potentially dangerous situation within the work/study environment provided by Wise Workplace Training.

Incident means an event or circumstance that leads – or could have lead - to unintended or unnecessary harm during a person's participation in work and/or training activities with Wise Workplace Training.

Injury means any incident that causes harm to a person during their participation in work and/or training activities with Wise Workplace Training.

National Code means National Code of Practice for Providers of Education and Training to Overseas Students 2018.

SRTOs means the Standards for Registered Training Organisations – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 which can be accessed at www.asqa.gov.au

Policy

1. Compliance

- Through this policy and related procedure, Wise Workplace Training meets the requirements of the *Work Health and Safety Act 2011* (Cth), *Work Health and Safety Act 2011* (Qld), *Work Health and Safety Act 2011* (NSW), *Occupational Safety and Health Act 1984* (WA), *Occupational Health and Safety Act 2004* (Vic), *Work Health and Safety Act 2012* (Tas) and all other relevant acts nationwide.
- Wise Workplace Training is committed to protecting staff and students from harm to health, safety and welfare through the elimination and/or minimisation of risks arising from work and study.
- Wise Workplace Training is an organisation within the LKA Group. As such, all workplace health, safety, hazard and incident matters are to be managed under the Group procedures. This policy is in alignment with and subject to the Group policy.

2. Working safely

- All staff have a responsibility to work safely, take all reasonable care for their own health and safety and always consider the health and safety of others who may be affected by their actions.
- Wise Workplace Training encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.
- All staff, casuals and contractors will receive induction into their role which will include information about workplace health and safety. Training and updates to information will be provided to staff on a regular basis.

3. Access to premises

- All staff and visitors are required to adhere to Wise Workplace Training's access to premises procedures.
- Students are informed of persons who may access the premises so as to maximise their safety.

4. Workplace, delivery site and home office inspections

- All work and training environments will be routinely inspected to identify safety risks, hazards and identify areas for improvement.
- Staff who work from home are responsible for ensuring the environment they work in is safe and has hazards are controlled effectively. They will be required to regularly audit and report on their home office safety and we will work together to respond to any risks or hazards.

5. Hazard identification and risk control

- All staff, students and other individuals are required to report any hazards and safety incidents as soon as they become aware of them. Wise Workplace Training will take immediate actions to respond to incidents, assess risks and control hazards where applicable.

6. Incidents

- Staff and students are expected to immediately report any incidents that occur at work or during training that impact on an individual's health or safety.
- Wise Workplace Training will respond to, investigate and record all incidents that impact on the health and safety of any individual and will take steps to prevent recurrence.

7. Safety records

- Records of the organisation's workplace hazards, risks and workplace injuries will be accurately maintained at all times.

Procedures

1. Workplace, delivery site and home office inspections

Procedure	Responsibility
A. Inspections <ul style="list-style-type: none"> Each worksite will be inspected using the <i>WHS Inspection Checklist</i> at least annually by the Health and Safety Representative. Staff members working from a home office must conduct this inspection themselves and send their report to the Health and Safety Representative. Delivery sites will be inspected by the Trainer/Assessor prior to commencing delivery to ensure it is a suitable site. Outcomes of the inspections will be logged on the <i>WHS Inspection Register</i>. Any hazards identified will be treated according to the below section on hazard control and risk identification. 	For office locations, Health and Safety Representative For delivery sites, Trainer/Assessor

2. Access to premises procedures

Procedure	Responsibility
B. Inspections <ul style="list-style-type: none"> Each staff member must follow access to premises procedure which includes: <ul style="list-style-type: none"> Signing in on a register when entering the workplace and signing out when leaving for the day Wearing ID Visitors must be signed in using the register and be provided with a visitors pass. Students are to be informed of these requirements at their orientation so they understand that their safety will be protected at all times. 	Corporate Services Manager

3. Incident reporting

Procedure	Responsibility
A. Workplace incidents (managed according to LKA Group procedures) <ul style="list-style-type: none"> If an incident occurs in the workplace where there is an injury, an <i>Injury Incident Report</i> must be filled in. In case of injury or risk of injury, the first person in attendance to a workplace injury should immediately call for help, seeking assistance from the Health and Safety Representative and an ambulance where needed. <i>Injury Incident Reports</i> will be used as the basis of an investigation into the incident, if required. All incidents should also be logged according to the Group procedures. All incidents are to be assessed for hazards that may lead to the incident recurring. 	Corporate Services Manager

4. Risk assessment and hazard control

Procedure	Responsibility
A. Identify and report hazards	All staff

CG6 Health and Safety Policy & Procedures

Procedure	Responsibility
<ul style="list-style-type: none"> All staff have a responsibility to report hazards in the workplace as they are identified. Students are also asked to report hazards that they notice. All hazards must be reported using the <i>Hazard Identification Report</i>. All reported hazards are to be recorded on the <i>Hazard Register</i>. 	Health and Safety Representative
<p>B. Risk assessment</p> <ul style="list-style-type: none"> For all hazards identified, a risk assessment will be conducted to determine the likelihood of someone being exposed to the hazard and the impact of this exposure. The risk assessment is conducted to determine: <ul style="list-style-type: none"> How severe a risk is Whether existing control measures are effective What action should be taken to control the risk How urgently the action needs to be taken. Review the information available about the hazard including any available information (including hazard reports, WHS legislation, Australian Standards, code of practice and personal experience). In considering the risk, use the Risk Rating Matrix (see below) to determine: <ul style="list-style-type: none"> Likelihood Consequences Risk Level Rating – Critical, Major, Moderate, Minor, Insignificant 	Health and Safety Representative
<p>C. Control risks and hazards</p> <ul style="list-style-type: none"> Hazards should be dealt with in order of priority. Use the Hierarchy of Controls chart (see below) to determine hazard control options. This determines the most effective controls. Risk control measures should always aim as high in the hierarchy as practicable. Urgent action is required for risks assessed as Critical or High Risk. This may include: <ul style="list-style-type: none"> Cessation of work, process or activity Isolation of the hazard until a permanent solution is determined. All hazards must be controlled to ensure staff and students are not injured, do not become ill and there is no damage to property and equipment. Risks identified through this process must be recorded on the <i>Risk Management Register</i>. Hazards and their controls are recorded in Group documentation by the Corporate Services Manager. 	Corporate Services Manager

Appendices

1. Risk rating matrix

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost certain
Consequences	Catastrophic	Moderate	Moderate	High	Critical	Critical
	Major	Low	Moderate	Moderate	High	Critical
	Moderate	Low	Moderate	Moderate	Moderate	High
	Minor	Very Low	Low	Moderate	Moderate	Moderate
	Insignificant	Very Low	Very Low	Low	Low	Moderate

Source: <http://www.worksafe.act.gov.au/page/view/1039#3>.

2. Hierarchy of Controls

1	Eliminate the hazards – remove it completely from the workplace	If this isn't practical then...
2	Substitute the hazard – with a safer alternative	If this isn't practical then...
3	Isolate the hazard – as much as possible away from staff/students	If this isn't practical then...
4	Use engineering controls – adapt tools or equipment to reduce the risk	If this isn't practical then...
5	Use administrative controls – change work practices and organisation	If this isn't practical then...
6	Use Personal Protective Equipment (PPE) – this should be the last option after you have considered all the other options for your workplace	If this isn't practical then...

Source: <http://www.worksafe.act.gov.au/page/view/1039#3>.

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