

HEALTH AND SAFETY POLICY AND PROCEDURES

PURPOSE OF THE POLICY

This policy and procedures outline Australian Federation College's approach to managing health and safety of all staff, students, contractors and visitors.

This policy and associated procedures meet the requirements of Standard 4.3 of the Outcome Standards for RTOs and compliance with other requirements in the Compliance Standards, as well as Standard 6.9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

POLICY STATEMENTS

COMPLIANCE WITH LEGISLATION

Australian Federation College meets the requirements of the WHS legislation for the State/Territory in which it is based and complies with all other relevant legislation, regulations, codes of practice, advisory and best practice standards.

ORGANISATION RESPONSIBILITY AND COMMITMENT

Australian Federation College is committed to:

- Providing a safe and healthy environment for all staff, students, contractors and visitors and others during their participation in activities with Australian Federation College
- Implementing effective risk management systems that are relevant and suitable for the organisation's scope of business
- Promoting workplace health and safety at all times
- Continuously improving performance in relation to health and safety
- Encouraging active participation, cooperation and consultation with all staff and others in the promotion and development of measures to improve health and safety
- Actively responding to, recording and investigating all incidents
- Maintaining relevant policies, procedures, training, codes of conduct and systems to support and communicate effective health and safety practices throughout the organisation
- Routinely conducting checks of the work environment to assess risks, identify hazards and identify areas for improvement
- Taking immediate response to reduce the risk of identified workplace hazards
- Providing appropriate induction, training, information and updates to staff, students and others on a regular basis about workplace health and safety.

STAFF, CONTRACTORS, STUDENTS AND VISITORS RESPONSIBILITY

All staff, contractors, students and visitors, 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. Key responsibilities (but not limited to) are followings:

- Do not smoke, consume alcohol and/or substance abuse within AFC facilities.
- Do not attempt to fix electrical or other training equipment. These should always be done by qualified tradespersons.
- Do not sit or climb on desks or tables.
- Observe hygiene standards particularly in eating and bathroom areas.
- AFC encourages staff, contractors, students and visitors to not move or lift furniture or training equipment in training areas. However, in the event of voluntarily doing so, seek appropriate assistance.
- Always ensure training and work areas are clean and clear of clutter so as to avoid the danger of accident by tripping or falling over.
- Be familiar with the location of all EXITS and fire extinguishers. It is the user's responsibility to understand fire drill procedures displayed around the premises.
- Place rubbish in the bins provided.
- Know and observe details of emergency response and evacuation plans.
- Report all workplace health and safety issues to appropriate personnel.

When staff are undertaking work from home or at an off-site location, the staff member is responsible for ensuring the environment they enter into is free from risk and occupational health and safety hazards.

HEALTH AND SAFETY CONSULTATION AND COMMUNICATION

Health and safety consultation and communication will be carried out as follows:

- Team meetings (where work health and safety is always an agenda item).
- One off meetings to discuss health and safety issues arising.
- Briefing sessions on new health and safety requirements/information.

Records of all meetings will be kept and action plans to address issues will be drawn up as required.

Follow up of actions to be taken will occur through regular team meetings.

REPORTING

All staff, and others are required to report any identified workplace hazards and associated risks as soon as they become aware of them.

All staff, and others are required to report any incident that causes harm to a person during their participation in work and/or training activities with Australian Federation College.

RECORD KEEPING

Appropriate records of the organisation's risk management strategy, workplace hazards and workplace injuries will be accurately maintained at all times.

PROCEDURES

1. MANAGE WORK HEALTH AND SAFETY MANAGEMENT SYSTEM

- 1.1 Identify and action WHS issues on an ongoing basis.
- 1.2 Consult with staff (and others as appropriate) on WHS issues.
- 1.3 Action WHS issues as required.
- 1.4 Provide training to staff (and others as appropriate) on WHS issues as required.
- 1.5 Ensure all visitors to Australian Federation College sign in and out on the **Visitor Register**.
- 1.6 Keep all health and safety records.

2. CONDUCT WORKPLACE INSPECTIONS

- 2.1 Inspect the workplace for hazards and risks.
- 2.2 Control hazards and risks using selected control methods or report hazards and risks.

3. RESPOND TO INCIDENTS

- 3.1 Report any incidents using the **Workplace Incident Form**.
- 3.2 Submit Workplace Incident Form to relevant manager.
- 3.3 In the case of an injury, the first person in attendance must contact the First Aid Officer or emergency services in the case of a serious injury.

RESPONSIBILITIES

All Staff, Contractors and Students is responsible for:

- Identifying and reporting workplace health and safety issues and incidents and applying safe work practices at all times as per this policy.

Administration/ Reception/ Student Support Officer is responsible for:

- Undertaking regular workplace inspections.

Administrations Manager/Academic Coordinator/ Course Coordinator/s is responsible for:

- Ensuring AFC premises and work practices remain safe for staff and others.

The CEO/PEO will be responsible for:

- Overall workplace health and safety management of Australian Federation College.