

Health and Safety Policy and Procedures

Purpose

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

This policy meets the requirements of Clause 8.5 of Standard 8 of the Standards for RTOs 2015 that requires Australian Federation College to comply with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations, as well as Standard 6.9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Policy

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.

Organisational Responsibility and Commitment

Australian Federation College is committed to:

- provide a safe and healthy environment for all staff, students, contractors and visitors and others during their participation in activities with Australian Federation College.
- implement effective risk management systems that are relevant and suitable for the organisation's scope of business.
- promote workplace health and safety at all times.
- continuously improve performance in relation to workplace health and safety.
- encourage active participation, cooperation and consultation with all staff and others in the promotion and development of measures to improve workplace health and safety.
- actively respond to, recording and investigating all hazards, near misses and incidents.
- maintain relevant policies, procedures, training, codes of conduct and systems to support and communicate effective workplace health and safety practices throughout the organisation.
- routinely conduct checks of the work environment to identify hazards, assess risks and identify areas for improvement.
- ensure on-campus availability of first aid facilities.
- take immediate response to reduce the risk of identified workplace hazards.
- provide appropriate induction, training, information and updates to staff, contractors and students on a regular basis about workplace health and safety.

Staff, Contractors, Students and Visitors Responsibility

All staff (including managers), 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 are followings:

- do not smoke, consume alcohol and/or substance abuse within AFC facilities.

Health and Safety Policy and Procedures

- 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, staff members are responsible for ensuring the environment they enter into is free from risk and occupational health and safety hazards.

Health and Safety Consultation and Communication

Workplace health and safety consultation and communication will be carried out as follows:

- team meetings (where workplace health and safety is always an agenda item).
- meetings to discuss identified workplace health and safety issues, as required.
- briefing sessions on new workplace 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, contractors and students are required to report any identified workplace safety concerns, hazards, associated risks, near misses as soon as they become aware of these.

They are also required to report any incident that causes harm to a person during their participation in work and/or training activities within AFC facilities.

Records

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

Procedures

1. **Health and Safety Management System**

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

2. **Workplace Inspections**

- 2.1 Inspect the workplace for hazards and risks at least once a week.
- 2.2 Control hazards and risks using selected control methods or report hazards and risks.

3. **Incidents**

- 3.1 Report any incidents using the Workplace Incident Form.
- 3.2 Submit Workplace Incident Form to Academic Coordinator.
- 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 will be 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 Officer will be responsible for:

- undertaking regular workplace inspections.

Academic Coordinator is responsible for:

- ensuring health and safety at all times and consulting all relevant stakeholders on workplace health and safety.

The CEO/PEO will be responsible for:

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