

Registered Training Organisation Policy – Health and Safety

This policy outlines the approach taken by St Joseph's College to ensure a healthy and safe environment for all students, staff and others participating in training and assessment activities within the premises of or within the employment of St Joseph's College.

Overview

St Joseph's College recognises the importance of providing a safe and healthy environment for staff, students and visitors during their participation in VET program activities with the College.

St Joseph's College aspires for excellence in workplace health and safety and is committed to providing an environment which is free from risks and conducive to the productivity and efficiency needs of its staff, students and others.

Compliance with Legislation

St Joseph's College meets the requirements of the *Occupational Health and Safety Act 2004 (Victoria)* and the *Work Health and Safety Act 2011 (Commonwealth)*. The College also complies with other relevant health and safety codes of practice, advisory and best practice standards, as well as relevant policies and procedures of the College.

Organisational Responsibility and Commitment

St Joseph's College is committed to:

- a) Providing a safe and healthy environment for all students, staff and others during their participation in activities with St Joseph's College.
- b) Implementing effective risk management systems that; are relevant and suitable for the College's scope of business; promoting workplace health and safety at all times; and continuously improving performance in relation to health and safety.
- c) Encouraging active participation, cooperation and consultation with students, staff and others in the promotion and development of measures to improve health and safety.
- d) Taking immediate response to reduce the risk of identified hazards.
- e) Actively responding to, recording, and investigating all health and safety incidents and near misses.
- f) Maintaining relevant policies, procedures, training, codes of conduct and systems to support and communicate effective health and safety practices throughout the College.
- g) Routinely conducting checks of College facilities, equipment and resources to assess risks, identify hazards and areas for improvement.
- h) Providing appropriate induction, information and updates to staff and students about workplace health and safety.

Registered Training Organisation Policy – Health and Safety

Staff and Student Responsibility

All staff and students have a responsibility to 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.

Reporting

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

All staff, students and others are required to report any incident that causes harm to a person during their participation in work and/or training activities with St Joseph's College, as well as near misses.

Additional student safety measures

In order to protect the safety and welfare of students, St Joseph's College:

- a) Does not permit or require students to attend scheduled classes for more than eight (8) hours in any one day.
- b) Does not permit or require full time students to attend scheduled classes prior to 8.00am and/or after 10.00pm.

Training and Assessment Venues

As part of St Joseph's College's commitment to the ongoing safety of staff, students and visitors regular health and safety checks of training and assessment venues will be undertaken.

Onsite at St Joseph's College

- a) On an annual basis a full Health and Safety inspection will be conducted of all College VET program training and assessment facilities.
- b) The Head of Pathways will be responsible for coordinating the annual inspection. Such coordination will include the timing and duration of the inspection and assigning appropriate staff to conduct the inspection. At least two staff members must undertake the inspection.
- c) St Joseph's College approved Training Venue Checklist will be used to guide the inspection and to record outcomes.
- d) The completed checklist will be forwarded to the RTO Management Group for further analysis and a Remedial Action Plan will be developed where required.
- e) The RTO Management Group will assign remedial actions to relevant staff and oversee the completion of all remedial actions.
- f) Depending on the nature and risk associated with any identified issues training and assessment may be deferred or re-scheduled.
- g) The Head of Pathways will also inform the RTO Management Group and other staff of inspection outcomes and any remedial actions at the next scheduled meeting.

Registered Training Organisation Policy – Health and Safety

- h) All records pertaining to the annual Health and Safety inspection will be retained on file by the Head of Pathways.
- i) Additional Health and Safety inspections may be conducted on an as required basis.

Training and Assessment Equipment

Another component of supporting St Joseph’s College’s commitment to the ongoing safety of staff, students and visitors is the conduct of regular health and safety checks of training and assessment equipment.

- a) Prior to conducting training and/or assessment a safety inspection of relevant equipment and resources will be conducted by the assigned trainer and assessor.
- b) Outcomes
 - i) Where checks determine that equipment and resources meet safety standards training and assessment can proceed as scheduled.
 - ii) Where checks determine that a component/s of equipment and resources do not meet safety requirements the assigned trainer/assessor will isolate the equipment/resource and inform the Head of Pathways of identified issues. Depending on the nature and risk associated with any identified issues, a Remedial Action Plan will be developed by the Head of Pathways, in conjunction with the trainer/assessor, and training and assessment may be deferred or rescheduled until such time as remedial action taken. A follow up inspection will occur to ensure all remedial actions have been undertaken to ensure equipment and resources meet requirements.

Documentation Modification

The College will maintain a history of updates to this policy.

Date	Version	Comment
January, 2014	V1.0	Developed by the RTO Management Team.
February, 2018	V1.0	Reviewed by RTO Management Team - No Change.
February, 2020	V1.0	Reviewed by RTO Management Team - No Change.