1. Occupational Health and Safety

<table>
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<th>Policy Version Details</th>
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<td><strong>Version Identifier</strong></td>
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<td>v24.0 February 2015</td>
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Please refer to the Policy Development and Review policy for details of the process for managing policy version details.

Statutory and regulatory compliance

- Standards for RTOs 2015
  - Clause 1.1
- Occupational Health and Safety Act 1984

Related Policies

- Continuous Improvement
- Student Satisfaction Surveys
- Staff Surveys
- Learner Interviews
- Staff Interviews
- Staff Meetings
- Providing Feedback to Contributors to Continuous Improvement
- Teaching and Learning
- Assessment
- Assessment Processes
- Reasonable Adjustment
- Developing Learning Resources
- Developing Supplementary Learning Resources
- Developing Assessment Tools
- Assessor Guides and Learner Guides
- Learner Support and Welfare Services
- Reviewing and Improving Learner Support and Welfare Services
- IETS Code of practice
- Student Code of Conduct
- Staff Induction
- Student Orientation
- Critical Incidents
- Student Handbook
- Student Safety and Security

Related Documents

- Daily hazard checklist
**Policy**

IETS is subject to the legislative and administrative measures of the Occupational Health and Safety Act 2004.

IETS has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, learners, contractors and other visitors to IETS.

IETS management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all college activities. A consultative, co-operative approach between employees and management on OHS issues will be encouraged.

Consistent with the provisions of the Victorian Occupational Health and Safety Act 2004, IETS endeavours to ensure the health, safety and welfare of all employees and learners and provide a safe and acceptable environment for staff and learners.

The objectives of the policy are to:

- comply with OHS related legislation and Victorian government directives or guidelines relating to health and safety
- minimise the occurrence of injury and illness through systematic hazard identification, risk assessment and control
- investigate accidents (including serious near misses) with a view to preventing recurrence
- maintain written records on all OHS activities undertaken
- implement staff health and wellbeing strategies
- provide a Return to Work (RTW) program for employees in the event of injury or illness

The CEO is responsible for ensuring that IETS provides adequate resources to support the policy.

**IETS’s preventative approach**

IETS will adopt a preventative approach to the management of OHS by:

- ensuring management and staff are committed to improving OHS through planning, setting targets, allocating resources and evaluating outcomes
- ensuring management is responsible and accountable for the OHS of all employees, contractors and visitors by integration of OHS with all business plans
- having OHS policies and procedures in place, which document the responsibilities for achieving OHS aims and objectives
- providing management and staff with the training and instruction that will equip them with the knowledge and skills necessary to meet their responsibilities
- providing an effective claims management and rehabilitation management system to achieve the earliest possible safe return to work of injured employees
- ensuring that management and staff have systematic approach to reporting, recording and investigating all incidents and hazards to prevent injury and illness

**Procedures**

**Responsibilities**

The CEO is responsible for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation.

IETS will meet its obligations under the Act by:
• providing and maintaining safe plant (such as machinery and equipment) and safe systems of work (such as controlling entry to high risk areas, controlling work pace and frequency and providing systems to prevent falls from heights)

• implementing arrangements for the safe use, handling, storage and transport of chemicals (such as dangerous goods and other harmful materials)

• maintaining the workplace in a safe condition (such as ensuring fire exits are not termed, emergency equipment is serviceable, and the worksite is generally tidy)

• providing staff, contractors and learners with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)

• making sure staff and learners have adequate information, instruction, training and supervision to work in a safe and healthy manner

• monitoring the health of staff and learners

• keeping information and records relevant to workers’ health and safety

• engaging people with the necessary qualifications or expertise to advise on health and safety issues affecting staff

• consulting with employees on matters that may directly affect their health, safety or welfare

• Providing staff and learners with information in the appropriate languages about their workplace health and safety arrangements, including the names of those to whom they can make an inquiry or complaint

All staff have a responsibility to

• take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions

• report hazards, accidents or incidents (near misses) in accordance with agreed IETS procedures

• follow established safe working procedures

Providing OHS information to staff

As part of the staff induction program, each employee will be provided with information about the OH&S policy and procedures of the organisation, and provided with a copy of this Policy and Procedures Manual.

Providing OHS information to learners

Learners are provided with details of the OHS policy and procedures in the orientation presentation, and in the Student Handbook.

Review of the Policy

The OHS policy and programs will be reviewed annually. The review will involve evaluating the effectiveness of the policy by:

• auditing the college’s OHS programs against the objectives of the policy

• reviewing the OHS performance against targets

• monitoring the outcomes against the organisation’s OHS action plans

First Aid

Staff and learners requiring first aid are to be referred to the nominated first aid officer (the Student Services Manager). Learners are instructed to check at the reception desk for the procedures to follow.

Hazard Risk Assessment
Every trainer and assessor is required to complete a Daily Hazard Checklist of the learning/assessment environment prior to starting the training or assessment session.