



Workplace Health & Safety Policy & Procedure

Alignment:	
AQTF 2010	
Conditions	3
Standards for Registered Training Organisations 2015	
Standard 8	8.5, 8.6

Purpose:	To ensure that all reasonable precautions are taken to protect the health & safety of all staff, students and visitors to AAOWT while they are on AAOWT premises or undertaking activities as part of their employment or training with AAOWT.
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Document Control			
Version	Date	Author	Change Description
1.0.1	08/01/2012	CEO	Customisation
2.1	11/05/2012	CEO	Customisation, update to corporate structure
2.2	28/05/2012	CEO	Update to legislation
2.3	08/12/2015	CEO	Review in line with Standards for RTO 2015

Policy Statement

AAOWT is committed to complying with all legislative & statutory requirements, codes of practice, guidelines & industry standards in accordance with the Workplace Health & Safety Act 2011 through the following actions:

- Protecting the health, safety & wellbeing of all staff, students & visitors to the organisation;
- Providing and maintaining a safe workplace, safe plant, equipment & systems of work;
- Providing information, instruction, training & supervision to ensure that all systems of work are undertaken safely;
- Preventing & minimising workplace hazards;
- Ensuring all staff & students undertake an induction or orientation to the organisation prior to commencement (including evacuation procedures & safe operation of equipment where relevant);
- Promoting & encouraging a healthy & safe work & learning environment;
- Consulting with independent workplace safety officers or inspectors as and when required;
- Providing sufficient information, training & professional development to staff & students in safe work practices including possible risks to health, safety & wellbeing;
- Where hazards cannot be eliminated, providing suitable safety equipment and training to ensure that any risk is minimised as much as possible;
- A commitment to the continuous improvement of the organisation's health, safety & wellbeing performance.

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The participation of all staff, students, stakeholders & visitors to AAOWT is valued and encouraged in improving the health, safety & wellbeing of the AAOWT community. All staff & students of AAOWT have a duty to adopt & maintain appropriate health & safety standards at all times.

Responsibility of AAOWT

In accordance with the Workplace Health & Safety Act 2011, AAOWT must ensure as far as is practicable that:

- All legislative & statutory requirements are met and that any legislation, statutory requirements, standards, codes of practice or guidelines are accepted only as the minimum requirement. AAOWT will always endeavour to exceed the minimum requirements relating to the provision of a healthy & safe working & learning environment;
- Ensure that all new staff receive an induction into health, safety & wellbeing matters affecting their role within the organisation;
- Ensure that all new students receive an induction as part of their orientation into health & safety matters affecting them within the organisation;
- Workplaces and systems of work do not expose staff, students or visitors to risk of injury or disease;
- Workplaces are maintained in a clean & safe manner for working in, entering & leaving;
- Adequate control is maintained in the workplace over harmful physical, chemical & biological factors (for example, ventilation, dust, heat, noise, airborne contaminants, radiation);
- Adequate control is maintained & staff & students encouraged to monitor psycho-social factors including stress & fatigue which may increase the risk of injury or disease;
- Information, instruction, training & supervision are provided to ensure that staff, students & visitors are not exposed to hazards while they are working or learning, or so that those risks are minimised;
- Staff, students & visitors are informed of any risks to health, safety & wellbeing which may be related to the role they are to perform in the organisation;
- Situations or working practices that are hazardous are immediately reported to the lecturer, Director or Chief of Executive Operations so that the matter can be investigated, and where required, corrective action can be taken;
- Investigations are undertaken on accidents and hazardous situations occurring in the workplace or learning environment for the purpose of minimising or eliminating future recurrence;
- Where it is not reasonably practicable to eliminate a perceived hazard, effective management strategies will be employed to control the exposure of staff, students & visitors to the organisation to the hazard;
- Arrangements are made for the safe use, cleaning, maintenance, transportation & disposal of substances, chemicals & equipment used by the organisation;
- AAOWT provides its full cooperation & support in providing rehabilitation to any employee, student or visitor injured as a result of an accident, injury or unsafe/hazardous workplace / learning environment for which it is responsible.

Responsibilities of Staff

In accordance with the Workplace Health & Safety Act 2011, staff of AAOWT must ensure as far as is practicable that:

- They take reasonable care of their own health, safety & wellbeing, as well as that of students, colleagues & visitors to the organisation;
- They cooperate with the implementation and administration of all occupational health, safety & wellbeing policies, procedures & programs;
- They use all facilities & equipment as instructed;
- They report all workplace accidents, injuries & near misses to the Director or the Chief of Executive Operations;

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- They do not interfere with or misuse anything provided by the organisation to promote or protect the health, safety & wellbeing of staff, students & visitors;
- They report all hazards or potential hazards that they are aware of to the Director or the Chief of Executive Operations;
- They wear protective clothing & use protective equipment provided in the manner instructed at all times;
- They make proper use of all safeguards, safety devices, personal protective equipment & any other appliance provided for the promotion of health, safety & wellbeing;
- Comply with all policies & procedures of the organisation related to occupational health, safety & rehabilitation.

Responsibility of Students

- They take reasonable care of their own health, safety & wellbeing, as well as that of staff, fellow students & visitors to the organisation;
- They cooperate with the implementation and administration of all occupational health, safety & wellbeing policies, procedures & programs;
- They use all facilities, plant & equipment as instructed;
- They report all workplace accidents, injuries & near misses to a trainer, the Director or the Chief of Executive Operations;
- They do not interfere with or misuse anything provided by the organisation to promote or protect the health, safety & wellbeing of staff, students & visitors;
- They report all hazards or potential hazards that they are aware of to the Director or the Chief of Executive Operations;
- They wear protective clothing & use protective equipment provided in the manner instructed at all times;
- They make proper use of all safeguards, safety devices, personal protective equipment & any other appliance provided for the promotion of health, safety & wellbeing;
- Comply with all policies & procedures of the organisation related to occupational health, safety & rehabilitation.

Work & Learning Environments

Workplaces & learning environments at AAOWT must be maintained to ensure that:

- Adequate working space is provided for operational, maintenance work & learning activities with a minimum amount of congestion, obstruction to movement and risk of collision;
- Cleanliness & hygiene standards are maintained throughout the organisation;
- Adequate ventilation is provided;
- Adequate thermal protection is provided (heating in cooler temperatures, air conditioning in warmer temperatures);
- Safe access to and exit from the facilities of the organisation, including safe & efficient evacuation procedures including ready access to the facilities for fire fighting purposes;
- Fire fighting & rescue equipment is available, clearly identified & ready for use;
- Personal exposure to harmful physical & chemical agents is minimised & where possible, eliminated;
- Electrical, compressed air or other services are installed in the correct manner.

Safety Coordination

While responsibility for the health, safety & wellbeing of the organisation rests with the Chief of Executive Operations, the management team is made up of the Director and the Chief of Executive Operations which manages safety coordination & implementation.

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Safety coordination duties include:

- Formulation of (in consultation with all staff, students & visitors) & implementation of plans to promote interest in & action on the health, safety & wellbeing of all members of the AAOWT community;
- Review of all accidents, injuries & near miss experiences;
- Regular inspection of work & learning areas with a view to ensuring a continual review of compliance with safety procedures;
- Keeping all staff, students & visitors informed of safety & accident prevention activities through measures including written memos, meetings, seminars, workshops, films, newsletters, email or any other form of communication as is appropriate or relevant.

Harmful Chemicals & Physical Agents

- Where harmful chemical agents are used, transported, stored, handled or otherwise present, relevant staff, students & visitors must ensure that all steps are taken to keep personal exposure to such agents within acceptable limits as practicable;
- All practicable steps must be taken to ensure that the risk of exposure to such agents by skin contact, inhalation or ingestion is minimised;
- All practicable steps must be taken to ensure that the risk of exposure to harmful agents such as dust, noise, vibration, extremes of temperature or radiation are minimised;
- Where staff, students or visitors may be exposed to harmful chemicals and/or physical agents, they must be reminded of the nature of the agents and any adverse health & safety effects that the harmful chemical or physical agent may have, as well as of any steps that they should take to ensure that exposure is maintained within safe limits;
- Signs & labels must be displayed to advise all staff, students & visitors of potentially harmful substances, physical agents & situations along with any recommendations for appropriate personal protective equipment required for personal handling. Where possible, these signs & labels should be made available in a format that is easily identifiable for people with low literacy & numeracy skills.

Facilities, Machinery, Plant & Equipment

- The Director and the Chief of Executive Operations must ensure that all equipment is installed & maintained in a safe condition;
- The location & maintenance of equipment should be undertaken to minimise the risk of harmful effects of the failure of parts, collapse, bursting, fire, explosion, faulty operation, electrical shock & exposure to harmful physical & chemical agents;
- Facilities, machinery, equipment, or parts of machinery or equipment that are not permanently safe and are a risk to the health, safety & wellbeing of staff, students & visitors will be screened off or guarded as much as practicable to prevent any injury to staff, students or visitors.

Safe Work Methods

- The Chief of Executive Operations, in conjunction with the management team will ensure that safe methods of work are established and maintained at all times. Where unusual or potentially serious hazards are involved in the work procedure, the instructions for performing such tasks will be written in easy to understand instructions;
- Where a task has a high degree of operating skill and the correct operational procedure is critical to safety, standards of competence will be defined and measures taken to ensure that they are met. This may involve a requirement for specific qualifications, licensing or experience in the recruitment process & position description for example;
- Any machinery or equipment which has the potential to pose a serious risk of accident or injury to operators or others, must only be operated by staff specifically trained, qualified (and where applicable, licensed) in its operation;

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- The management team will ensure that all staff and students are retrained in safe work methods as necessary during their ongoing employment & studies with AAOWT;
- Staff & students must only be assigned a task that they can reasonably be expected to perform safely.

Fires, Explosions & Evacuation

- Where combustible, flammable or explosive substances are used, transported, stored, handled or are otherwise present on the premises of AAOWT, the management team must ensure that all practical steps are taken to minimise the risk of uncontrolled escape or accumulation of such substances & the risk of ignition or initiation of explosion. The management team must also ensure that they minimise any spread of fire & harmful effects of explosion as a result of the uncontrolled escape or accumulation of combustible, flammable or explosive substances;
- Staff & students who operate within the vicinity of flammable or explosive substances must be informed & reminded of the fire & explosion risk & effectively trained in the steps to take in the event that a fire or explosion occurred;
- The Chief of Executive Operations is responsible for ensuring that there are sufficient staff trained in early fire fighting to ensure effective use of the equipment available while waiting for emergency assistance;
- The Chief of Executive Operations is responsible for ensuring that there is an evacuation plan available for each site that AAOWT operates, that staff & students are aware of the said evacuation plan & that it is practiced at least twice per year at appropriate intervals.

Record Management

- All workplace accidents, injuries & incidents must be reported & recorded on the Accident/Injury Report Form;
- The management team (and where relevant, external bodies) must undertake a prompt investigation of all workplace accidents & injuries to determine the causes, contributory factors & identify & implement corrective action to prevent recurrence;
- All workplace accidents, injuries, investigations & corrective action must be advised to the management team.