

	<h2>Workplace Health and Safety Policy</h2>
RTO-POL-42	

Purpose:	This policy lists the Workplace Health and Safety objectives of selectability Training and its responsibilities to students and employees. This policy also documents employees' Workplace Health and Safety (WHS) obligations and procedures to follow for support of a safe working environment.
Reference:	ASQA – Standards for Registered Training Organisation (RTOs) 2015
Who is responsible:	All selectability Training employees, students and visitors.
When:	As required.
Definition/s:	Workplace Health and Safety (WHS) - is a crucial aspect of any organisation. It involves managing risks to the health and safety of everyone in the workplace, including employees, customers, visitors, and suppliers.
Policy:	<p>selectability Training's Obligations</p> <p>selectability Training recognises it's moral and legal responsibilities under WHS legislation to provide a safe and healthy work environment. This commitment means that we will:</p> <ul style="list-style-type: none"> ✓ provide a safe and healthy workplace and working conditions for all, including employees, contractors, students and visitors ✓ provide training to enable all employees to work safely and to support student safety ✓ consult with employees and contractors where relevant to enhance the effectiveness of processes ✓ provide adequate resources to assist employees in fulfilling their responsibilities ✓ conduct investigations into all reported incidents concerning workplace health and safety ✓ conduct regular reviews and evaluations of the health and safety systems in place ✓ comply with all relevant legislation and industry standards <p>Expectations from selectability Training Employees</p> <p>While at work, all selectability Training employees – irrespective of their position – will:</p> <ul style="list-style-type: none"> ✓ take reasonable care to ensure good health and safety procedures are implemented at all times ✓ identify and support measures to eliminate or minimise unsafe working conditions ✓ assume personal responsibility for their own safety and for those of other employees by always operating in a safe and appropriate manner

RTO-POL-42

- ✓ assume duty of care towards students requiring support for safety while studying with selectability Training. This may include:
 - infection safety
 - equipment safety
 - cultural safety
 - bullying safety
 - physical safety
 - interpersonal safety
 - site safety
 - food safety

Expectations from selectability Training Students

While on site, all selectability Training students will:

- ✓ follow reasonable directions of selectability Training employees with respect to workplace health and safety issues
- ✓ assume personal responsibility for their own safety and for those of other students and selectability Training employees by always operating in a safe and appropriate manner
- ✓ contribute to identifying unsafe workplace issues by reporting these appropriately to selectability Training employees and management through incident or hazard report forms, or through email or through direct contact with selectability Training employees

Strategies to support a Safe Work Environment

- ✓ identified workplace health and safety officers for selectability Training
- ✓ conduct induction training for all students for all courses in practical expectations for safety including identification of incidents or hazards and how to report these
- ✓ conduct induction for all employees in practical expectations for safety including identification of incidents or hazards and how to report these
- ✓ implementing remedial strategies through communication systems for senior management and representatives
- ✓ conduct fire safety training for nominated selectability Training employees
- ✓ complete regular site inspections to ensure safety measures and equipment are in place to ensure employees and students are safe and feel safe
- ✓ implement disciplinary policies to protect the safety of students and employees
- ✓ implement safety signage
- ✓ identification of emergency assembly areas in student and staff inductions
- ✓ conduct fire drills
- ✓ provide public access to this policy
- ✓ manage responsiveness to safety issues and commitment to continuous improvement

RTO-POL-42

Process:	<p>Procedures for unsafe work environment for employees at selectability Training or contractors of selectability Training</p> <ul style="list-style-type: none"> ✓ clearly identify the hazard or incident through forms available via Administration ✓ share information either through email or via phone to Administration who will assist with completing the required hazard or incident form ✓ selectability Training will outline hazard or incident and provide full account and strategies that have been undertaken to ensure safety of students, employees and workplace ✓ selectability Training will suggest strategies or measures that can be undertaken to ensure safety of students, employees and the workplace ✓ selectability Training will take responsibility for following up any personally reported issues for further actions to ensure information has been passed on and is being acted upon, as required ✓ selectability Training’s WHS Officer will consult with management or take immediate action to ensure safe outcomes are achieved ✓ improvements to systems, equipment, facilities or communication in order to improve WHS will be recorded through management meetings and actioned and recorded through meeting minutes ✓ copies of actioned outcomes and pending actions will be kept on file by the WHS officer ✓ communication of outcomes will be sent back to appropriate selectability Training officers for dissemination of information by the WHS officer ✓ in the case of life-threatening events, immediate calls to police, ambulance or fire department will be undertaken and evacuation of employees, students and visitors will occur if required. These actions will be undertaken by any selectability Training employee usually the most senior in the situation or site, however failing availability or capacity of the most senior selectability Training officer, any selectability Training employee or contractor is authorised to make calls for support ✓ no action which will risk personal safety should be undertaken by employees in the process of supporting others, but rather, calling for help through 000
Relevant Records:	<ul style="list-style-type: none"> ✓ Student Handbook