Uniting

RTO: 20956

RTO Quality Management System (QMS)

Health and Safety

Policy & Procedure

Contents

This is a suggested policy and procedure only. It is your responsibility to ensure you comply with workplace health and safety requirements of your state and adjust this to suit your organisation's individual requirements.

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Purpose

This policy outlines the approach taken by Uniting RTO to ensure a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.

Definitions

Hazard means any potentially dangerous situation within the work/study environment provided by Uniting RTO.

Incident means an event or circumstance that leads – or could have lead - to unintended or unnecessary harm during a person's participation in work and/or training activities with Uniting RTO.

Injury means any incident that causes harm to a person during their participation in work and/or training activities with Uniting RTO.

SRTOs means the Standards for Registered Training Organisations – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 which can be accessed at www.asqa.gov.au

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Policy

1. **Compliance**

   - Through this policy and related procedure, Uniting RTO meets the requirements of the Work Health and Safety Act 2011 (Cth) and the Occupational Safety and Health Act 1984 (WA), Occupational Health and Safety Act 2004 (Vic), Workplace Injury Management and Workers Compensation Act 1998 (NSW) and Workers Compensation Act 1987(NSW) check for others in relevant states, territories, remove those that don't apply.

   - Uniting RTO is committed to protecting staff and students from harm to health, safety and welfare through the elimination and/or minimisation of risks arising from work and study.

   - Uniting RTO has appointed a Health and Safety Representative to liaise with individuals about health and safety matters and ensure the organisation's compliance with health and safety requirements at all times.

2. **Working safely**

   - All staff 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.

   - Uniting RTO encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.

   - All staff will receive induction into their role which will include information about workplace health and safety. Training and updates to information will be provided to staff on a regular basis.

3. **Workplace, delivery site and home office inspections**

   - All work and training environments will be routinely inspected to identify safety risks, hazards and identify areas for improvement.

   - Staff who work from home are responsible for ensuring the environment they work in is safe and has hazards are controlled effectively.

4. **Hazard identification and risk control**

   - All staff, students and other individuals are required to report any hazards and safety incidents as soon as they become aware of them. Uniting RTO will take immediate actions to respond to incidents, assess risks and control hazards where applicable.

5. **Incidents**

   - Staff and students are expected to immediately report any incidents that occur at work or during training that impact on an individuals' health or safety.

   - Uniting RTO will respond to, investigate and record all incidents that impact on the health and safety of any individual and will take steps to prevent recurrence

6. **Safety records**

   - Records of the organisation's workplace hazards; risks and workplace injuries will be accurately maintained at all times.

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Procedures

1. Workplace, delivery site and home office inspections

Procedure	Responsibility
A. Inspections • Each worksite will be inspected using the *WHS Inspection Checklist* at least annually by the Health and Safety Representative. • Staff members working from a home office must conduct this inspection themselves and send their report to the Health and Safety Representative. • Delivery sites will be inspected by the Trainer/Assessor prior to commencing delivery to ensure it is a suitable site. • Outcomes of the inspections will be logged on the *WHS Inspection Register*. • Any hazards identified will be treated according to the below section on hazard control and risk identification.	Health and Safety Representative Trainer/Assessor

2. Incident reporting

Procedure	Responsibility
A. Workplace incidents • If an incident occurs in the workplace where there is an injury, an *Injury Incident Report* must be filled in. • In case of injury or risk of injury, the first person in attendance to a workplace injury should immediately call for help, seeking assistance from the Health and Safety Representative and an ambulance where needed. • *Injury Incident Reports* will be used as the basis of an investigation into the incident, if required. • All incidents should also be logged on the *Injury Incidents Register.* • All incidents are to be assessed for hazards that may lead to the incident recurring.	Staff and/or students Health & Safety Representative

3. Risk assessment and hazard control

Procedure	Responsibility
A. Identify and report hazards • All staff have a responsibility to report hazards in the workplace as they are identified. Students are also asked to report hazards that they notice. • All hazards must be reported using the *Hazard Identification Report.* • All reported hazards are to be recorded on the *Hazard Register*.	All staff Health and Safety Representative
B. Risk assessment • For all hazards identified, a risk assessment will be conducted to determine the	Health and Safety Representative

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Procedure	Responsibility
likelihood of someone being exposed to the hazard and the impact of this exposure. The risk assessment is conducted to determine: − How severe a risk is − Whether existing control measures are effective − What action should be taken to control the risk − How urgently the action needs to be taken. • Review the information available about the hazard including any available information (including hazard reports, WHS legislation, Australian Standards, code of practice and personal experience). • In considering the risk, use the Risk Rating Matrix (see below) to determine: − Likelihood − Consequences − Risk Level Rating – Critical, Major, Moderate, Minor, Insignificant	
C. Control risks and hazards • Hazards should be dealt with in order of priority. Use the Hierarchy of Controls chart (see below) to determine hazard control options. This determines the most effective controls. Risk control measures should always aim as high in the hierarchy as practicable. • Urgent action is required for risks assessed as Critical or High Risk. This may include: − Cessation of work, process or activity − Isolation of the hazard until a permanent solution is determined. • All hazards must be controlled to ensure staff and students are not injured, do not become ill and there is no damage to property and equipment. • Risks identified through this process must be recorded on the *Risk Management Register.* • Hazards and their controls must be recorded on the *Hazard Register.*	Health and Safety Representative

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Appendices

1. Risk rating matrix

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost certain
Consequences	Catastrophic	Moderate	Moderate	High	Critical	Critical
	Major	Low	Moderate	Moderate	High	Critical
	Moderate	Low	Moderate	Moderate	Moderate	High
	Minor	Very Low	Low	Moderate	Moderate	Moderate
	Insignificant	Very Low	Very Low	Low	Low	Moderate

Source: http://www.worksafe.act.gov.au/page/view/1039#3.

2. Hierarchy of Controls

1	Eliminate the hazards – remove it completely from the workplace	If this isn't practical then…
2	Substitute the hazard – with a safer alternative	If this isn't practical then…
3	Isolate the hazard – as much as possible away from staff/students	If this isn't practical then…
4	Use engineering controls – adapt tools or equipment to reduce the risk	If this isn't practical then…
5	Use administrative controls – change work practices and organisation	If this isn't practical then…
6	Use Personal Protective Equipment (PPE) – this should be the last option after you have considered all the other options for your workplace	If this isn't practical then…

Source: http://www.worksafe.act.gov.au/page/view/.