

WORK HEALTH AND SAFETY

Purpose

ACA aims to achieve the highest attainable level of work health and safety (WHS) for its employees, students and other persons throughout all areas of its activities.

Scope

These Policy and Procedures apply to RTO employees working within the ACA Head Office or designated training premises.

Trainers and assessors working in premises owned by MAL and/or AVEO are subject to the MAL and/or AVEO workplace WHS system.

Students employed in premises owned by MAL and/or AVEO are subject to the MAL and/or AVEO workplace WHS system.

Students attending training on a fee-for-service basis at ACA premises are subject to the ACA WHS system and Policies and Procedures and MAL's WHS requirements.

Policy

ACA will achieve this by strict attention to all aspects of occupational health and safety in areas consistent with the scope of its operations by:

- A clear statement and delegation of WH&S responsibilities
- The provision of an adequate, responsible financial budget for the function
- Sound workplace planning, design and operation
- A positive and consistent example at all levels of administration and supervision
- Training based on standard proven work methods and written operational and maintenance procedure
- Education, counselling and where necessary, rehabilitation of those involved in its activities
- The enforcement of statutory and RTO safety regulations and procedures.

ACA's Human Resource Manager will be responsible for the implementation and maintenance of the policy.

It is the responsibility of all RTO personnel to ensure the implementation of safety systems appropriate to their operational responsibility and in accordance with current technology.

It is the responsibility of supervisory staff at every level to ensure that safe working procedures are clearly understood and consistently observed.

Administration staff and trainers shall ensure that all equipment in use is in safe working order and that workplace conditions are maintained at a high standard.

All members of ACA have a duty of care for their personal welfare and the welfare of their fellows. To meet this commitment each person must follow safe working procedures at all times, and take all reasonable care to prevent personal injury or injury to others and damage to equipment.

All members of ACA will participate in annual WHS audits as arranged by their particular worksite.

Procedures

ACA employees

To facilitate employee compliance with this policy ACA:

- Establishes and maintains workplace health and safety Procedures
- Establishes and monitors rules for safe students behaviour

- Trains staff and students in the safe use, handling and storage of equipment and materials.
- Provides adequate information regarding any hazards and risks within the RTO premises.
- Ensures that training premises are of adequate size and have adequate heating, ventilation, cooling and lighting.
- Develops and displays fire and emergency evacuation procedures.
- Undertakes a yearly WHS audit.

Students

Students whilst under the employment of MAL or AVEO are subject to the WHS system of their particular worksite.

Students attending training on a fee-for-service basis at ACA premises are subject to the ACA WHS system. This includes the following rules:

- Students must not run at any time in the workplace or RTO premises or engage in behaviour that is risky to self and others.
- Students must ensure that any spills are cleaned up immediately.
- All chemicals are to be stored in correctly labelled containers, and disposed of according to manufacturer instructions.
- Each student is responsible for the safety of themselves and others.
- The premises must be kept clean and hygienic at all times.
- Students must keep themselves and their clothing clean and have no exposed cuts, abrasions and/or wounds.
- Passage-ways and traffic areas are to be kept free from obstacles.

Health and safety legislation

Each student is responsible for ensuring the safety and health of her/his environment by:

- Co-operating with management so that employees of ACA may carry out their duties as required under the Work Health and Safety Act 2011.
- Making themselves aware of and complying with the relevant workplace policies, procedures and instructions.
- Taking reasonable care of themselves and others in the workplace.
- Reporting all known or observed hazards, incidents and injuries.

Designated health and safety officers

Students and trainers must refer to the relevant workplace WHS Policy and Procedures for information about Workplace Health and Safety Officers.

On ACA premises, employees and students are to refer to the Human Resource Manager in relation to WHS matters and/or the Campus Manager.

Fire/emergency and evacuation procedure

All ACA students will as part of their orientation will be taken through a full fire drill and evacuation by the relevant manager or designated person within their workplace.

Students, whilst employed by MAL or AVEO are subject to the compulsory safety procedures of the workplace including Fire/Emergency and Evacuation Procedures.

ACA employees, whilst on RTO premises are subject to the ACA procedures.

Whilst on ACA premises, in the event of a fire the following procedure is to be followed:

1. The person first sighting the fire should alert others in the immediate area.
2. The fire brigade should be notified by dialling 000.
3. The person calling should clearly state to the Operator the address of the workplace. If possible, advise the nature of the fire, i.e. electrical, etc.
4. The designated fire wardens must be notified immediately after the fire brigade is called.
5. Any attempt to extinguish the fire should ONLY be made if it can be done WITHOUT danger.
6. In the event of an evacuation, all staff and students must calmly proceed out of the building to the evacuation assembly area. WALK - DON'T RUN.
7. No staff or students of the RTO is to leave the evacuation assembly area until told to do so by a designated fire warden. A roll call will be taken at the evacuation point to ensure all are accounted for.
8. Under no circumstances must any staff/students member attempt to return to the building for any reason once an evacuation has been ordered.
9. Designated fire wardens must ensure that all staff and students including any visitors are accounted for according to a checklist.
10. Upon arrival of the fire brigade the designated fire warden should advise the officer in charge the result of the headcount and the exact location of the fire in the building.

The fire brigade has total authority once called to a fire emergency and all staff and students must follow any instructions issued by the fire officers.

Designated fire wardens

Students and trainers must refer to the relevant workplace Fire Wardens.

On ACA premises, employees and students are to refer to designated Fire Warden.

Legislation

- *Work Health and Safety Act 2011 (Commonwealth)*