

## Policy Overview:

To ensure the RTO complies with The Workplace Health and Safety Act 2011 which aims to protect the health, safety and welfare of all people in every place of work in Australia. Under the Act employers, employees and the self-employed are required to meet certain standards of health, safety and welfare.

Please see the Web site for a copy of the Work Cover Act.

[www.legislation.gov.au/Details/C2017C00305](http://www.legislation.gov.au/Details/C2017C00305)

The health safety and welfare of their employees is paramount to the RTO.

## Objective:

To ensure the safety of everyone within the workplace and ensure that health safety and welfare of the employees remains a high priority to the RTO.

## Staff Responsible:

This applies to all;

- RTO CEO
- Trainers and Assessors
- Administration Staff
- Student Co-ordinators
- Training Advisors
- Operations Managers
- State Managers
- Compliance and Quality

## Standards:

This policy relates to The Workplace Health and Safety Act 2011

## Related Policies/Templates/Documents:

- F-307 Health and Safety Record
- P-003 Record Management and Maintenance Policy and Procedure
- F-574 forklift Pre-Start Checklist
- F-340 Employer Site Inspection Form

## Definitions:

**Workplace** – Premises on which people perform their jobs.

## 1. The RTO responsibilities

The RTO is responsible for ensuring the safety within the workplace. The RTO must ensure the safety of;

### 1.1. Equipment

1.1.1. Ensure any equipment or systems of work are safe to use and without risk to health

### 1.2. Substances

1.2.1. Ensure any substances used are stored and transported safely and without risks

1.2.2. Provide adequate information about research and tests of substances used at work

### 1.3. Information and instructions

1.3.1. Provide information, instructions, training and supervision that ensures the health and safety of employees

### 1.4. The workplace

1.4.1. Maintain the workplaces in a safe condition

1.4.2. Internally and externally

### 1.5. Visitors

1.5.1. Ensure the health and safety of visitors to the workplace

## 2. The Employees Responsibilities

All employees must;

### 2.1. Cooperate with their employers

2.1.1. All employees must Cooperate in the efforts to maintain the required level of health and safety

### 2.2 Take reasonable care

2.1.2. Ensure the health and safety of themselves and others

2.1.3. The self-employed must ensure the health and safety of themselves and provide a duty of care to employees of the company and visitors to the workplace

### 2.3 Report any issues

2.1.4. Employers must report any issues to a senior employer

2.1.5. Any issues reported must be done in a timely manor

## 3. The Students Responsibilities

In order to welfare of students and to ensure students have positive studying and working experiences, The RTO:

**3.1. Does not not permit or require students to attend scheduled classes (including time allocated for self paced or online studies) for more than eight (8) hours in any one day.**

3.1.1. Unless there is a reasonable course-related reason to do so or;

3.1.2. The registering body has given specific written exemption which specifies the differing maximum hours for the course.

3.1.3. Students will be notified where exemptions have been provided.

**3.2. Does not permit or require full time students to attend schedules classes prior to 8.00am and/or after 10.00pm (including time allocated for self paced or online studies)**

3.2.1. Unless there is a reasonable course-related reason to do so and the registering body has given specific written exemption which approves a different schedule.

3.2.2. Students will be notified and asked to sign an agreement to this arrangement in writing.

#### **4. Records**

Appropriate records of the organisation's risk management strategy, workplace hazards and workplace injuries will be accurately maintained at all times.