Workplace Health and Safety Policy and Procedure

**Purpose**

This policy and procedure outlines the process undertaken by ARC Training in regards to Workplace Health and Safety.

**Scope**

This policy applies to all staff of ARC Training, and third parties acting on behalf of ARC training and students/visitors to ARC Training.

**Definitions**

WHS Workplace health and safety.

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Aim**

To ensure the RTO operates to provide a safe workplace for staff and safe environment for visitors and students, in accordance with the requirements of the Acts governing Work Health and Safety. This policy and procedure meets the Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015, other State and Commonwealth Government funding requirements and all relevant legislation.

Policy

ARC Training ensures that it provides a safe environment for employees, visitors and students whilst complying with the Work Health and Safety Act 2011, and all other relevant requirements. Staff training, regular safety checks of sites used by ARC Training, and provision of information as required ensures a safe environment for all.

Procedure

## WHS for employees

1. All staff at ARC Training are encouraged to report any WHS concerns to their direct manager. All such concerns will be reviewed and a report will be completed and referred to the CEO.
2. Reports will be recorded on the WHS register.
3. Any risk or issue raised will be investigated and appropriate actions taken where necessary. These actions will also be recorded on the WHS register.
4. WHS issues are tabled on the agenda at every fortnightly team meeting. This reminds staff they have a forum to raise concerns and these concerns are important to ARC Training.
5. Evacuation plans are displayed and exits have appropriate signs visible.
6. First aid equipment and resuscitation instructions are available at all sites.
7. Evacuation procedures are explained to all staff/contractors at induction on the first day of employment. Location of first aid equipment and the first aid officer are also communicated at induction.
8. The ARC Training office and other sites have regular evacuation drills in accordance with the property management at those sites.
9. Annual fire safety inspections and tag and test of electrical equipment are conducted by qualified contractors to ensure the ARC Training office and training rooms are safe.

Classroom training and WHS

1. All premises used for training by ARC Training will be required to have a risk assessment checklist completed prior to being selected as a training site.
2. All trainers are required to understand WHS responsibilities and will have completed the appropriate unit of competence pertaining to WHS.
3. Trainers will be given the evacuation plans for the site they are conducting classroom training at.
4. On the first day of any course students have the evacuation procedures explained to them by their trainer and the necessity of signing the class roll or advising the trainer if they leave the class early.
5. Trainers are required to report any WHS concerns to the Training Delivery Manager.
6. Trainers should first call emergency services in the case of any immediate threats or danger to themselves or students.

Employment based training and WHS

1. Trainers involved in employment based delivery of training will need to complete an onsite checklist for WHS on the induction visit to the client. Any concerns about the site will need to be referred to the Training Delivery Manager.

Workplace Health and Safety and mental/physical wellbeing

1. ARC Training promotes a healthy work environment with the implementation of a Healthy at work program. This assists employees who would like to participate to set and meet their own health goals.
2. Employees are encouraged to talk to their managers or where appropriate the People and Culture manager about any issues which may be effecting their wellbeing at work.
3. All complaints relating to bullying or harassment in the workplace/training environment involving employees, contractors or students will be addressed under the Bully and Harassment policy and procedure.
4. Staff may be referred to various mental health services/counselling where required or requested.
5. Any injuries suffered at work or by students in the classroom will firstly be reported to the Training Delivery Manager and further managed by the People and Culture Manager as required.
6. ARC Training will implement return to work plans as appropriate and all workplace/classroom claims will be investigated by qualified WHS personnel.
7. Recommendations to manage future risk of injury will be implemented as required by direction and upon the review of the CEO.

Requirements of Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015

ARC Training understands that all procedures must comply with the Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015, the Work Health and Safety Act 2011, State and Commonwealth funding requirements and all other applicable legislation.

Associated Documents

WHS1. Workplace Capacity Checklist

WHS2. Training Room Checklist