

P.15.01

OCCUPATIONAL HEALTH AND SAFETY POLICY

In this policy, a reference to an employee includes a reference to an independent contractor engaged by AVETA and any employees of an independent contractor.

AVETA recognises and accepts its duty under the Occupational Health and Safety Act 2004 and will, so far as it is reasonably practicable, ensure the following:

- a) Provide and maintain a working environment that is safe and without risk
- b) Provide or maintain plant or systems of work (procedures) that are safe and without risk
- c) Ensure safety and the absence of risk in connection with the use, handling, storage or transport of plant or substances
- d) Maintain each workplace under AVETA's management and control in a condition that is safe and without risk to health
- e) Provide adequate facilities for the welfare of employees at any workplace under AVETA's management and control
- f) Provide information, instruction, training or supervision to AVETA employees as is necessary to enable those persons to perform their work in a way that is safe and without risk
- g) Monitor the health of AVETA employees
- h) Monitor conditions at any workplace under AVETA's management and control
- i) Provide information to AVETA employees (in other languages where appropriate) concerning health and safety at the workplace, including the contact details of AVETA's Health and Safety Representatives
- j) Keep information and records relating to the health and safety of AVETA employees
- k) Employ or engage persons who are suitably qualified in relation to occupational health and safety to provide advice to AVETA concerning the health and safety of AVETA employees
- l) AVETA will ensure that persons other than AVETA employees are not exposed to risk
- m) AVETA will ensure that welfare services will be provided on a needs basis to all AVETA employees, students and contractors

1.0 AVETA's Occupational Health and Safety Responsibilities

AVETA will establish and maintain high standards of health and safety in order to be compliant with relevant legislation and regulations. AVETA's responsibilities in achieving this requirement will consist of the following:

- a) Establish and maintain a Designated Work Group/Health and Safety Representative structure
- b) Establish and maintain an AVETA Health and Safety Committee
- c) Provide information and instruction to all AVETA employees, students, visitors or contractors on a needs basis or prior to the use of any equipment or chemical substance
- d) Provide an operational structure for addressing health and safety as well as the process AVETA intends to follow, by implementing the below policies and procedures:

2.0 AVETA's Occupational Health and Safety Committee

AVETA will establish an Occupational Health and Safety (OH&S) Committee, comprising of equal numbers of representatives from AVETA management and elected Health and Safety Representatives (HSRs). During quarterly OH&S Committee meetings, the following topics will be discussed as general agenda items:

- New OH&S matters raised since last meeting:
 - Accident Reporting
 - Incident Notification Reports
 - Hazards identified by employees (including HSRs), students, contractors or visitors
 - Near Miss Reports
- Follow-up actioning of accidents from last meeting:
 - Accident Reporting
 - Incident Notification Reports
 - Hazards identified by employees (including HSRs), students, contractors or visitors
 - Near Miss Reports

- All sick leave applications received by AVETA over a period of time will be monitored to address any recurring health issues

The minutes from these meetings will be circulated to all staff as part of AVETA's commitment to consulting its employees on all OH&S matters that affect them in the workplace.

3.0 AVETA Designated Work Groups Health and Safety Representatives (HSRs)

- AVETA's HSR will be elected by their co-workers and will provide a way for the views and concerns of their co-workers regarding health and safety to be heard by AVETA management
- AVETA will provide HSRs with OH&S training that is approved by WorkSafe Victoria to assist HSRs to understand and exercise their rights effectively. There are three different types of training courses available to HSRs:
 - Initial training: when a HSR is first elected, it's recommended that they undertake an initial five day HSR training course as soon as possible.
 - Refresher training: a HSR have an entitlement to attend an annual HSR training course.
 - Other approved training: this is training other than initial five day HSR course and the HSR refresher training.

4.0 Preventative and Protective Measures and Performance

AVETA management will ensure that:

- OH&S matters are addressed in the development of business plans
- During the induction of AVETA employees, all OH&S policies and procedures are outlined; refer to Staff Induction Policy P.19.01 and Staff Induction Forms F.19.08 and F.19.09
- All AVETA employees are compliant with AVETA's OH&S policies and procedures
- VET Trainer and ELICOS Trainers who conduct training and assessment activities will do so in a way that minimises risk to themselves and students
- All AVETA employees, students and contractors are made aware of any changes to AVETA's OH&S policies and procedures
- OH&S feedback is included as part of AVETA's employee annual performance reviews
- An annual inspection (for training kitchens this will be conducted six monthly) of all AVETA facilities (equipment, fixtures and fittings) will be conducted to identify 'NOT OK' hazards
- An annual review of AVETA's OH&S policies and procedures is conducted to ensure continued currency
- The health and safety of AVETA employees and students will be monitored, so far as is reasonably practical

5.0 Developing, Implementing and Communicating Occupational Health and Safety Procedures

- All OH&S policies and procedures will be maintained by AVETA on the Quality Management System (QMS), and will reflect Victoria's current OH&S Legislation, Regulations and Compliance Codes
- Any changes to OH&S Legislation, Regulations and Compliance Codes will be updated and included in AVETA's policies and procedures, where applicable
- Any changes to AVETA's policies and procedures or legislation and regulations will be brought to the attention of all AVETA employees, students and contractors during staff meetings or via email updates as soon as possible
- AVETA employees will be encouraged to report and raise any OH&S issues to the HSR or AVETA management
- Health and Safety matters will be listed as an agenda item at the monthly staff meeting
- AVETA will ensure that consultation will occur between AVETA management and HSRs on any OH&S matter that affects that HSR's Designated Work Group

6.0 Managing Occupational Health and Safety in AVETA Offices

AVETA is committed to managing occupational health and safety in its campuses by incorporating the following factors into the policies below as well as implementing them (detail is outlined in Compliance Code: First aid in the workplace, <https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace> :

- The risk management approach
- Identifying hazards in the office
- Job design in office work
- Designing a healthy and safe working environment
- Office layout, workstations and equipment
- Working with computers
- General health and safety issues in the office

7.0 Effective Signage within AVETA Premises

AVETA will ensure that the following signage is clearly visible and appropriately positioned within all AVETA workplaces including administrative areas, classrooms, training kitchens and student common areas:

- Emergency evacuation procedures
- Emergency exits
- First Aid Kits
- Fire Extinguishers and Blankets

8.0 Managing Dangerous Goods and Hazardous Substances

AVETA's Teaching Coordinator will use WorkSafe Victoria's Chemical Safety Self Assessment Tool to annually assess and manage the risks associated with using dangerous goods and hazardous substances at AVETA premises.

- AVETA management will conduct an audit of all AVETA facilities in connection with the use, handling and storage of chemical substances in order to minimise risk to AVETA employees, students, visitors or contractors
- Reference: Health and safety self-assessment checklist for small businesses Aug 2013 <https://www.worksafe.vic.gov.au/resources/health-and-safety-self-assessment-checklist-small-businesses>

9.0 Identifying Hazards

- An OH&S inspection of all AVETA premises will occur on an annual basis, or six monthly basis for training kitchens, in which a checklist will be used to determine whether all potential hazards are 'OK' or 'NOT OK'
- The results of the OH&S inspections will be submitted to AVETA's OH&S Committee within 5 working days of the OH&S audit
- AVETA's induction process will inform AVETA employees about their responsibilities and the procedure for identifying and reporting hazards

10.0 Providing and maintaining plant and systems of work (procedures), that are safe and without risk

- AVETA management will review any new work practices or changes to work practices prior to their implementation in order to minimise risk to AVETA employees, students, visitors or contractors
- AVETA management will arrange for the development and implementation of a regular maintenance schedule review in order to minimise risk to AVETA employees, students, visitors or contractors
- AVETA management will provide supervision to AVETA employees, students, contractors or visitors on a needs basis to ensure AVETA's compliance with policy and procedure, legislative and regulatory requirements

11.0 Plant Safety

- AVETA will ensure staff members must use plant in accordance with the manufacturer's instructions.
- No AVETA staff member has the authority nor can be granted permission to undertake any repairs that would normally be conducted by a fully licensed tradesperson.
- Any AVETA staff member who becomes aware that plant has become lost or damaged must report this immediately to AVETA's CEO so that immediate action can be undertaken to replace this equipment.

12.0 Isolation of Plant and Equipment

- AVETA's kitchens are considered to be high risk areas; consequently a workplace inspection will occur every six months in order to reduce the risks in these workplaces.
- Because of the high risk, Trainer and students are required to wear their prescribed uniform at all times in these areas. No other staff member or student will enter these workplaces unless they are wearing AVETA's uniform.
- All chemicals and cleaning equipment used in AVETA kitchens will be stored under lock and key. Access to and use of the chemicals and cleaning equipment will be on a needs basis only.
- All kitchen equipment that requires the use of safety guards will be maintained in good working order. If the guard is damaged or needs to be replaced, the Trainer in charge of the kitchen will place a 'DO NOT USE' sticker on the piece of equipment and will subsequently arrange for the relevant maintenance or replacement to occur.
- Any electrical equipment that is damaged or needs repair will be immediately decommissioned from the electrical supply (i.e. the plug must be physically removed from the socket). The Trainer in charge of the kitchen will place a 'DO NOT USE' sticker on the piece of equipment and will subsequently arrange for the relevant maintenance or replacement to occur.
- No AVETA staff member has the authority nor can be granted permission to undertake any repairs that would normally be conducted by a fully licensed tradesperson.

13.0 Tagging of Plant and Equipment

This policy identifies the safety inspection and testing of AVETA's portable electrical equipment, and, machinery connected to supply by flexible cord which is currently in-service.

- The inspection and testing interval will be twelve monthly
- Under this policy, the following tests will be conducted on each appliance:
 - Visual inspection
 - Insulation resistance
 - Earth continuity
 - Polarity
 - Earth leakage

As a result of these inspections, AVETA will maintain the following records relating to the history of these tests

- A test tag attached to each item indicating date, item, person performing the test, and status (pass/fail) of test, along with the retest date
- An asset register and historical record of all test items and test results
- A record of results including faulty item and repair action

14.0 Ensuring the Safety and Absence of Risk in the Use, Handling and Storage of Chemical Substances

- AVETA will ensure that any chemicals that are stored on AVETA premises will under lock and key, and will be made available on a needs basis only
- Safety Data Sheets (SDS) will be readily available to any staff or students who are required to use or handle the chemicals

15.0 Personal Protective Equipment and Clothing (PPE&C)

- AVETA will instruct all staff upon induction in the safe handling and use of PPE&C required by employees to safely use and handle in the performance of their duties.
- Any AVETA staff member who becomes aware that PPE&C has become lost or damaged will report this immediately to AVETA's CEO so that immediate action can be undertaken to replace this equipment.
- All AVETA staff members required to wear and use PPE&C will, at all times (where necessary), use the PPE&C in the manner in which they were trained to use it.
- AVETA, as part of workplace inspections, will conduct an internal audit on a twelve monthly basis on all PPE&C.

16.0 Reporting Incidents and Injuries

16.1 Incident Notification

16.1.1 Notice of Incident that Exposes a Person to Risk

As per Part 5 of the *Occupational Health and Safety Act 2004*, AVETA will notify WorkSafe Victoria immediately after becoming aware of an incident in AVETA premises which results in:

- the death of any person; or
- a person requiring medical treatment within 48 hours of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for:
 - the amputation of any part of his or her body; or
 - a serious head injury; or
 - a serious eye injury; or
 - the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
 - electric shock; or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations

AVETA will notify WorkSafe Victoria immediately after becoming aware of an incident in AVETA premises which exposes a person in the immediate vicinity to an immediate risk to the person's health and safety through:

- a) the collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered; or
- b) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- c) the collapse or partial collapse of any part of an AVETA building or structure; or
- d) an implosion, explosion or fire; or
- e) the escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act 1985; or
- f) the fall or release from a height of any plant, substance or object

In addition to immediate notification, AVETA will provide a written record of the incident to WorkSafe Victoria within 48 hours of becoming aware of an incident by submitting WorkSafe Victoria Incident Notification Form, available at www.worksafe.vic.gov.au, through the following methods:

- 1) call 132 360 to notify WorkSafe Victoria immediately
- 2) for written notification send the Incident Notification Form to WorkSafe Victoria within 48 hours:
 - electronically via the web or
 - by post to GPO Box 4306, Melbourne 3001 or
 - by facsimile to (03) 9641 1091 or
 - by post or delivery to WorkSafe Victoria at: 222 Exhibition Street, Melbourne 3000
- 3) keep a copy of the written record for at least 5 years

Site Preservation

The site of a notifiable incident will not be disturbed until an inspector arrives or until directed by an inspector except to protect the health and safety of a person; or provide aid to an injured person involved in the incident; or to take essential action to make the site safe or prevent a further incident.

16.1.2 Notice of a Dangerous Occurrence

As per Part 9 of the *Equipment (Public Safety) Regulations 2007*, AVETA will require any person in charge of prescribed equipment at an equipment site to notify WorkSafe Victoria immediately after becoming aware of an incident involving the equipment which results in:

- the death of any person; or
- a person requiring medical treatment within 48 hours of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for:
 - the amputation of any part of his or her body; or
 - a serious head injury; or
 - a serious eye injury; or
 - the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
 - electric shock; or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations

A person in charge of prescribed equipment at an equipment site will notify WorkSafe Victoria immediately after becoming aware of an incident involving the equipment which exposed a person in the immediate vicinity to an immediate risk to that person's health and safety through:

- a) the collapse, overturning, failure or malfunction of, or damage to, any item of plant listed in 903 (3) of the *Equipment (Public Safety) Regulations 2007* and the Australian Standards referred to therein; or
- b) an implosion, explosion or fire.

In addition to immediate notification, the AVETA staff member in charge of prescribed equipment will provide a written record of the incident to WorkSafe Victoria within 48 hours of becoming aware of an incident by submitting WorkSafe Victoria Incident Notification Form, available at www.worksafe.vic.gov.au, through the following methods:

- 1) call 132 360 to notify WorkSafe Victoria immediately
- 2) for written notification send the Incident Notification Form to WorkSafe Victoria within 48 hours:
 - electronically via the web or
 - by post to GPO Box 4306, Melbourne 3001 or
 - by facsimile to (03) 9641 1091 or
 - by post or delivery to WorkSafe Victoria at: 222 Exhibition Street, Melbourne 3000

Site Preservation

The site of an incident where a death has occurred will not be disturbed until an inspector arrives or until directed by an inspector except to protect the health and safety of a person; or provide aid to an injured person involved in the incident; or to take essential action to make the site safe or prevent a further incident.

16.2 Accident Report

Any accident that occurs on AVETA premises will be reported to AVETA's CEO by completing an Accident Report Form F.01.08 within 30 days of the accident. If the accident is not reported, any consequent insurance claim submitted by or on the behalf of the injured person may not be recognised. A copy of the completed form should be maintained in the Register of Injuries folder kept by the Administration Department.

17.0 Risk Assessment and Control

- All accidents will be reported to the Administrative Manager using the Accident Report Form F.01.08
- On receipt of this form, the Administrative Manager will undertake the following actions:
 - assess the level of risk using the Risk Assessment Matrix on page two of the Accident Report Form F.01.08;
 - determine control mechanisms to be used to eliminate or reduce the risk associated with the hazard.
- When the Risk Assessment and Control section of the Accident Report Form F.01.08 has been completed and signed by the Administrative Manager, the AVETA CEO will give approval for the action(s) outlined in the form to eliminate or reduce the risk within a practical timeframe.

18.0 Keeping Information and Records Relating to the Health and Safety of AVETA Employees and Students

AVETA's Administration Department will ensure that:

- Any records of OH&S training undertaken on behalf of AVETA will be kept in the individual files of employees and AVETA students
- Any record of injuries, incidents or near misses affecting or reported by employees and AVETA students will be kept in either the Register of Injuries or Critical Incident Report Register folders

19.0 Employing or Engaging Persons Who Are Suitably Qualified

- AVETA will ensure that it employs people in relation to occupational health and safety who are suitably qualified to provide advice to AVETA concerning the health and safety of AVETA's employees, students, contractors and visitors

20.0 Ensuring that AVETA poses no risk to health or safety in the course of operation

AVETA management will ensure that OH&S safety audits are conducted in the following instances:

- Prior to the introduction of any new procedures in order to eliminate or reduce any risks to AVETA employees, students, contractors and visitors
- When changing or enhancing any existing procedures in order to eliminate or reduce any risks to AVETA employees, students, contractors and visitors
- On an annual basis (training kitchens on a six monthly basis) to identify any hazards in AVETA workplaces in order to eliminate or reduce the risks of identified hazards to AVETA employees, students, contractors and visitors

21.0 No Smoking Policy

All AVETA premises are smoke free zones. This includes smoking within ten metres of all entrance and exit points of AVETA premises.

The objective of this policy is to meet AVETA's duty of care responsibilities as an employer by:

- protecting all employees, students, contractors and visitors from exposure to tobacco smoke
- maintaining a totally smoke-free working environment
- supporting employees to improve their health and wellbeing

By implementing this policy, AVETA will provide a smoke free work environment for all its employees, students, contractors and visitors.

For AVETA employees, this policy specifically bans smoking whilst undertaking any duties associated with their roles as AVETA employees, either on AVETA premises or whilst undertaking official duties off-campus.

22.0 AVETA Employee OH&S Responsibilities

In order to meet legislative and regulatory responsibilities, all AVETA employees are required to:

- Take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions
- Co-operate with AVETA with respect to any action taken by AVETA to comply with a requirement imposed by or under OH&S legislation
- While at work, not intentionally or recklessly interfere with or misuse anything provided by AVETA in the interests of health, safety or welfare
- Identify and immediately report hazards or near misses
- Comply with all OH&S safety directions by AVETA Management or appropriate authority
- All AVETA employees have a responsibility to monitor their own work stations and immediately report any identified hazards to their direct supervisor
- All AVETA employees that have line management responsibilities must regularly review the conditions of all AVETA work places under their control, and where hazards are identified the employee must bring these to the immediate attention of AVETA's CEO for resolution.

23.0 References

- Australian Quality Training Framework (2010)
- Occupational Health and Safety Act, 2004
- Dangerous Goods Act 1985
- Dangerous Goods (Storage and Handling) Regulations 2000
- Compliance code: First aid in the workplace