

## CG6-I: Health and Safety Policy & Procedures

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### Purpose

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

It ensures also compliance with Standard 6 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### Definitions

**Hazard** means any potentially dangerous situation within the work/study environment provided by Australian Employment & Training Services.

**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 Australian Employment & Training Services.

**Injury** means any incident that causes harm to a person during their participation in work and/or training activities with Australian Employment & Training Services.

**National Code** means National Code of Practice for Providers of Education and Training to Overseas Students 2018.

**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](http://www.asqa.gov.au)

### Policy

#### 1. Compliance

- Through this policy and related procedure, Australian Employment & Training Services meets the requirements of the legislation of each relevant state and territory. Further information can be found at:

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*Worksafe Victoria, SafeWork NSW, WorkSafe ACT, WorkSafe WA, Workplace Health and Safety Queensland, SafeWork SA, Work Safe Tasmania, NT WorkSafe.*

- Australian Employment & Training Services 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.
- Australian Employment & Training Services has appointed a Health and Safety Representative (Managing Director) 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.
- Australian Employment & Training Services encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.

### 3. Access to premises

- All staff and visitors are required to adhere to Australian Employment & Training Services' access to premises procedures.
- Students are informed of persons who may access the premises so as to maximise their safety.

### 4. 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.

### 5. 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. Australian Employment & Training Services will take immediate actions to respond to incidents, assess risks and control hazards where applicable.

### 6. Incidents

- Staff and students are expected to immediately report any incidents that occur at work or during training that impact on an individual's health or safety.
- Australian Employment & Training Services 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.

### 7. Safety records

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