

## Policy & Procedure 9 – Work Health & Safety

<b>Relates to legislation:</b>	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Work Health and Safety Codes of Practice AS/NZS ISO 31000:2009 Risk management - Principles and guidelines Privacy Act 1988 (Cth)
<b>Applicable to:</b>	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
<b>Referenced documents:</b>	Policy & Procedure 6 – Alcohol & Other Drugs Policy & Procedure 10 – Incident, Injury and Rehabilitation Policy & Procedure 18 – Quality Management Risk Assessment for practicals Safe Work Method Statements for practicals
<b>Monitor and review:</b>	In accordance with: Policy & Procedure 18 – Quality Management
<b>Responsibility:</b>	Ben Murphy – as Proprietor / Chief Executive
<b>Questions/queries:</b>	<a href="mailto:administration@gets.edu.au">administration@gets.edu.au</a> (+61) 02 6262 0077

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## 1. Policy Objective

To;

- reduce the likelihood of accident and injury.
- outline our procedures for trainers and assessors to facilitate class practical risk assessments and to use our Safe Work Method Statements for all practical activities.
- conduct a risk assessment at every opportunity as a learning opportunity and so as to reinforce legislative requirements.
- ensure appropriate protective equipment such as footwear is worn.
- ensure proper action is taken if an incident or injury occurs.
- detail our commitment to work, health and safety.

## 2. Policy

### Overview

We are committed to ensuring the health and safety of all who attend, visit, volunteer or work at our technical college.

We are committed to promoting and working in adherence with the:

- Work Health and Safety Act 2011 (WHS Act)
- Work Health and Safety Regulation 2011 (ACT)
- Electricity Safety Act 1971 (ACT)
- Work Health and Safety Codes of Practice (WHS Codes of Practice)

We aim to:

- remove or reduce the risks to the health, safety and welfare of all learners, staff, contractors, volunteers and visitors to this learning environment and workplace and for anyone else who may be affected by the operations of our technical college.
- ensure all work activities are done safely by undertaking risk assessment.

### Duty of care

All persons have a duty of care to others within society.

### Management responsibilities

Management (the Proprietor / Chief Executive ) is responsible for providing and maintaining;

- a safe working environment.
- safe systems of work.
- plant and substances that are in safe condition.
- sufficient facilities for the welfare of all learners.
- any information, instruction, training and supervision needed to make sure that all learners are safe from injury and risks to their health.

## **Administration, contractors, visitors and volunteers responsibilities:**

All staff, learners, volunteers and contractors are not to engage in Work Health Safety related duties without proper training, licence or clearance.

## **Risk Assessment**

Risk assessment in the workshop:

- As per: In class practical activities

Risk assessment for other manual tasks:

- As per: In class practical activities

Risk assessment for office and other areas:

- As Per: WorksafeACT Document: Six steps to Small Business Safety

## **Auditing of WH&S**

In accordance with Policy & Procedure 18 – Quality Management, we conduct six monthly audits of:

- Office work area and systems
- First Aid Kit
- First Aid Officers
- Review of: Incident, Injury and Hazard register
- Review of: Full site safety audits
- Review of: Test and tag register

## **WH&S and Risk Assessment training**

Work Health and Safety is explicit in our training programs through inclusion of units in relevant qualifications:

- UEENEEE101A - Occupational Health and Safety regulations, codes and practices in the workplace
- UEENEEE137A - Document and apply measures to control OHS risks associated with electrotechnology work

Learners are exposed to WHS risk assessment practices via undertaking class room based activities which include:

- risk assessment of any task to be undertaken
- risk assessment of the class room environment
- risk assessment of the college environment
- development of Work Method Statements which detail the correct and most safe way of conducting practices

## **Personal protective clothing**

As a condition of entry to the college, covered foot ware short or long sleeves must be worn at all times.

## **Personal Protective Equipment**

Personal Protective Equipment is required to be worn when operating hand and power tools.

## **Alcohol and other drugs**

In accordance with: Policy & Procedure 6 – Alcohol & Other Drugs

## **Indecent injury and rehabilitation**

In accordance with: Policy & Procedure 10 – Incident, Injury & Rehabilitation

**Common hazards may include but not limited to:**

Ergonomic hazards	Physical hazards	Chemical hazards	Psychological hazards	Biological hazards
Musculoskeletal disorders Overuse syndrome awkward or extreme postures, whole-body or hand/arm vibration, poorly designed tools, equipment, or workstations	Noise, light, ventilation, air quality, temperature, manual tasks, vehicles, electrical, slips/trips and falls hazards, etc.	Cleaning chemicals Passive smoke dusts, fumes	Stress Bullying Occupational violence Fatigue	Contagious illnesses spread by sick workers viruses, parasites, bacteria, food

### 3. In class practical activities

**Trainer and Assessor responsibilities – Risk assessment prior to practicals**

Prior to commencement of an in class practical activity Trainer/Assessors are to;

- conduct a risk assessment involving all learners.
- ensure all learners have signed on to the risk assessment.
- ensure all learners are aware of the requirements of the relevant Safe Work Method Statements identified for use in the risk assessment.
- ensure all learners are aware of the requirements of other control measures identified during the risk assessment.

**Trainer and Assessor responsibilities – During practicals**

During in class practical activities Trainer/Assessors are to;

- ensure that all work carried out during the practical activity is in accordance with the risk assessment.
- notify management of any issue which may affect training including injury, medication or disability.
- monitor and control unsafe or risky work methods or behaviour.
- ensure clearances are sought before operating machinery or power tools.
- ensure general housekeeping is maintained including cleaning up rubbish and trip hazards.
- ensure covered foot ware short or long sleeves are worn at all times.
- ensure PPE is worn as required by the work activity.
- use the emergency stop button where required.
- refer learners to this policy where needed.

In accordance with: Policy & Procedure 10 – Incident, Injury and Rehabilitation;

- ensure First Aid Record forms are completed when required.
- escalate and report non-compliance, injury or incidences in accordance with: Policy & Procedure 10 – Incident, Injury and Rehabilitation.
- escalate and report environmental incidents.

**Learner responsibilities**

For practical activities, learners are to;

- participate and contribute to the risk assessment.
- sign on to the risk assessment.
- conduct work activities in accordance with the requirements of the relevant Safe Work Method Statements identified for use in the risk assessment.

- conduct work activities in accordance with other control measures identified during the risk assessment.
- notify staff of any issue which may affect training including injury, medication or disability.
- seek clearances before operating machinery or power tools.
- conduct general housekeeping including cleaning up rubbish and trip hazards.
- ensure covered foot ware short or long sleeves are worn at all times.
- ensure PPE is worn as required by the work activity.
- use the emergency stop button where required.
- refer to this policy where needed.

In accordance with: Policy & Procedure 10 – Incident, Injury and Rehabilitation;

- complete First Aid Record forms when required.
- escalate and report non-compliance, injury or incidences in accordance with: Policy & Procedure 10 – Incident, Injury and Rehabilitation.
- escalate and report environmental incidents.

## 4. Procedures

### First Aid

Untrained staff, learners, volunteers and contractors are not to be obligated to engage in First Aid Procedures unless that have the mental and physical capacity to engage in the situation calmly and confidently following appropriate First aid guidelines and procedures until appropriate help arrives.

In the event of an emergency Apply D R S A B C D

- D = Danger
- R = Response
- S = Send for help (Call 000)
- A = Check, Clear and Open the Airway
- B = Look, Listen and Feel for Normal Breathing
- C = Start CPR
- D = De fibrillation

Note: a defibrillator is located in the ETU office upstairs

### First Aid Officers

- A first aid officer is always on site, names available on request.

### First Aid Officers duties

First Aid Officers will be responsible for, but not limited to, the following:

- Rendering first aid assistance to ill or injured workers and/or visitors in their workplace, within their level of training and the scope of responsibilities of the position;
- Where appropriate, making arrangements for ambulance or additional medical assistance;
- Familiarising themselves with the location, proper use and responsibilities associated with the first aid kits in their workplace;
- Ensuring that first aid kits are adequately stocked and maintained;
- Ensuring that first aid kits are not lost or misplaced and are accessible to all workers;
- Ensuring that missing first aid kits are reported to the Proprietor;
- Recording all situations where first aid has been administered, through the Register of Injuries and First-Aid Treatment Form or book;
- Ensuring a Workplace Hazard and Injury Report form is completed for all incidents they assist in, whether they result in injury or not;

## **Emergency Numbers**

- Police, Fire, Ambulance: 000
- Emergency calls from mobiles: 000 all mobiles, 112 GSM phones, 106 text
- Police attendance: 13 1444
- Health emergency: 6205 1700
- National Security Hotline: 1800 123 400
- NSW & ACT Poisons Information: 131 126

Reference: From <http://health.act.gov.au/public-information/consumers/emergency-contacts>:

Security S1 136 000

## **First aid kit location**

The main first aid kit is located on table, adjacent the learner kitchen.

A second kit, often taken off site for site visit purposes is located in the office.

## **Reporting**

As per Policy & Procedure 10 – Incident, Injury & Rehabilitation, any hazards that are a WHS risk are reported via our Incident, Injury and Hazard report form, and actions are taken as soon as practicable.

## **Internal audit**

We undertake an internal audit into all practices related to the RTO, including WHS, 6 monthly. Inputs to the process include:

- Results from the classroom exercises
- Review of Incidents, injuries and hazards that may have occurred in the preceding period and actions implemented to mitigate further occurrences.

## **Publication of policy and procedure**

The Work, Health & Safety Policy and related procedures are made available to all learners, trainers, employees via the website, and are required to read and accept the policy as part of their induction.

## **Breaches of this policy**

Breaches of this policy includes:

- Any breach of this policy may result in: counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers or trainers/assessors, may lead to the cessation of their engagement.
- Any breach of this policy by a learner may result in action taken, in conjunction with the relevant employer, which could negatively impact on the apprenticeship process.

## **Risk Assessment documents for Practicals**

Located in Risk Assessment folder in office for in class use.

Files located: Spaces/2) Safety/4)\_Risk\_assessment\_for\_practicals

## **Safe Work Method Statement documents for Practicals**

Located in Risk Assessment folder in office for in class use.

Files located: Spaces/2) Safety/5)\_SWMS\_for\_practicals

## 5. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V3	27/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial Release. Version number consistent with full P&P review version release