

Version History

Document: Occupational Health & Safety Policy

First Version Number: 05/07

Code:

| Version # | Summary of changes made |
|------------------|-------------------------------------------------------------------------------|
| 01/08 | Removed "AQTF 2005 Standard 2.1 Application of OH&S" |
| 05/12 | Addition " Related NVR Standard SNR 20" Removed "AQTF 2007 Standard COR 3" |

HEALTH AND SAFETY IN THE LEARNING/WORKING ENVIRONMENT

1. Purpose

This procedure describes the action to be undertaken to ensure the policy objectives can be met and RTO Training Services continues to offer a safe work/learning environment in line the legislative requirements.

2. Related Standards

NVR Standard SNR 20

3. Scope of Procedure

This procedure applies to people employed/contracted by Nova Institute of Technology (NIT) training services and clients participating in training and assessment services under the authority of the organisation as and RTO.

4. Responsible Authority

Principal Executive Officer. The implementation of this procedure is delegated to the General Administration Manager.

5. Policy Statement

NIT is fully committed to providing a healthy and safe working environment for staff, students and visitors.

6. PROCEDURE

To achieve policy objectives, NIT will implement an Occupational Health and Safety program. This program focuses responsibilities and resources in the areas of:

- the promotion of health and safety awareness
- the provision of training in safe and healthy work practices
- the compliance with health and safety legislation and regulations

7. Program

All employees/contractors at NIT are to be made aware of the organisation's OH&S program through induction and staff development processes. Students/Employers must similarly be made aware of their rights/responsibilities with regard to health/safety of self and others, through orientation processes and documents.

Procedures for maintaining a healthy and safe work environment include:

- OH&S reporting system to record and investigate accidents and other health and safety incidents
- Provision of advice and training to encourage safe and healthy work practices.

All students/employers are required in accordance with the OH&S Acts (1985) Section 25, to take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.

As a guide to accident prevention and hazard identification, evaluation and control, employees and students are to be advised to:

- report all accidents and injuries as soon as possible after the event,
- assist General Administration Manager,
- report hazards to Trainers,
- follow instructions such as safe-work policies, procedures and practices
- take care to protect the health and safety of oneself and others while on training site,

Further Information/Resource

- Handbooks
- Incident reports
- Duty Statements