

CG6: Health and Safety Policy

Policy

1. Compliance

- Through this policy, SHIC meets the requirements of the Work Health and Safety Act 2011 (Cth) and Occupational Health and Safety Act 2004 (Vic).
- SHIC 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.
- SHIC has appointed a Health and Safety Representative 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.
- SHIC encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.
- All staff will receive induction into their role which will include information about workplace health and safety. Training and updates to information will be provided to staff on a regular basis.

3. Access to premises

- All staff and visitors are required to adhere to SHIC's 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. SHIC 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 individuals' health or safety.
- SHIC 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.

Document Control

Document No. & Name:	CG6 - Health and Safety P&P V1.1
Quality Area:	CG Corporate Governance
Author:	RTO Advice Group Pty Ltd
Status:	Approved
Approved By:	CEO
Approval Date:	1 Feb 2024
Review Date:	1 Feb 2025
Standards (SRTOs):	Clause 8.5