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## 1.5 Health and safety

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This policy outlines the approach taken by Construction Training Group to ensure a healthy and safe environment for all students, staff and others participating in any activities within the premises or under the employment of Construction Training Group.

### Overview

Construction Training Group recognises the importance of providing a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.

Construction Training Group aspires for excellence in workplace health and safety and is committed to providing an environment which is free from risks and conducive to the productivity and efficiency needs of its staff, students and others.

### Compliance with Legislation

- 1.1. Construction Training Group meets the requirements of the *Occupational Health and Safety Act 2004* (Victoria) and complies with all other relevant legislation, codes of practice, advisory and best practice standards as well as organisational policies and procedures.

### Organisational Responsibility and Commitment

2.1 Construction Training Group is committed to:

- a) Providing a safe and healthy environment for all students, staff and others during their participation in activities with Construction Training Group.
- b) Implementing effective risk management systems that; are relevant and suitable for the organisation's scope of business; promote workplace health and safety at all times; and continuously improve performance in relation to health and safety.
- c) Encouraging active participation, cooperation and consultation with all students, staff and others in the promotion and development of measures to improve health and safety.
- d) Actively responding to, recording and investigating all incidents.
- e) Taking immediate response to reduce the risk of identified hazards.
- f) Maintaining relevant policies, procedures, training, codes of conduct and systems to support and communicate effective health and safety practices throughout the organisation.
- g) Routinely conducting checks of the organisational environment to assess risks, identify hazards and identify areas for improvement.
- h) Providing appropriate induction, information and updates to staff and students about workplace health and safety.

**Staff and Student Responsibility**

- 3.1 All staff and students have a responsibility to 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.

**Reporting**

- 4.1 All staff, students and others are required to report any identified hazards and associated risks as soon as they become aware of them.
- 4.2 All staff, students and others are required to report any incident that causes harm to a person during their participation in work and/or training activities with Construction Training Group.

**Student safety measures**

- 5.1 In order to protect the safety and welfare of students, Construction Training Group :
  - a) Does not permit or require students to attend scheduled classes for more than eight (8) hours in any one day.
  - b) Does not permit or require full time students to attend scheduled classes prior to 8.00am and/or after 10.00pm.

**Training and Assessment Venues**

As part of Construction Training Group's commitment to the ongoing safety of staff, students and visitors regular health and safety checks of training and assessment venues will be undertaken.

- 6.1 Onsite at Construction Training Group
  - a) On an annual basis a full Occupational Health and Safety inspection will be conducted at all training and assessment facilities owned or leased by Construction Training Group.
  - b) The RTO Manager will be responsible for coordinating the annual inspection. Such coordination will include the timing and duration of the inspection, and assigning appropriate staff to conduct the inspection. At least two staff members must undertake the inspection.
  - c) Construction Training Group's approved Training Venue Checklist will be used to guide the inspection and to record outcomes.
  - d) The completed checklist will be forwarded to the RTO Manager for further analysis and a Remedial Action Plan will be developed where required.
  - e) The RTO Manager will assign remedial actions to relevant staff, and oversee the completion of all remedial actions.
  - f) Depending on the nature and risk associated with any identified issues training and assessment may be deferred or re-scheduled.
  - g) The RTO Manager will also inform the Senior Management Group and other staff of inspection outcomes and any remedial actions at the next scheduled meeting.
  - h) All records pertaining to the annual Occupational Health and Safety inspection will be retained on file by the RTO Manager.
  - i) Additional Occupational Health and Safety inspections may be conducted on an as required basis.

## 6.2 Offsite at client/industry based venues

- a) Prior to conducting training and/or assessment at a client/industry venue/site an Occupational Health and Safety inspection will be conducted by the assigned trainer and assessor.
- b) Construction Training Group's approved Training Venue Checklist will be used to guide the inspection and to record outcomes.
- c) The trainer and assessor will report findings and outcomes of the Training Venue Inspection to the RTO Manager, and where directed the onsite client representative, as soon as possible following completion of the inspection.
- d) Outcomes:
  - i) Where inspection determines that the facility meets requirements of the *National Assessment Instruments* and the *Guide for Assessors* training can proceed as scheduled.
  - ii) Where inspection determines that the facility does not meet requirements of the *National Assessment Instruments* and the *Guide for Assessors* the assigned trainer/assessor will inform the RTO Manager and the onsite client representative of identified issues.

Depending on the nature and risk associated with any identified issues, training will be deferred or rescheduled until such time as remedial action taken. A follow up inspection will occur to ensure all remedial actions have been undertaken and meet requirements.
  - iii) Where training or assessment has commenced and the trainer/assessor deems the training and/or assessment environment to be unsafe, training and/or assessment must cease and the trainer/assessor must take immediate action to eliminate or reduce any risk to self, students and others. The onsite client representative and the Construction Training Group RTO Manager are to be informed of the issue as soon as possible. The Construction Training Group RTO Manager will provide further direction to the trainer/assessor as to further action. The trainer/assessor is to provide a full verbal and written report of the incident to the Construction Training Group RTO Manager. Training and/or assessment will be deferred until such time that the offsite training/assessment venue is deemed safe.
- e) All records pertaining to Occupational Health and Safety inspections of offsite training and assessment facilities will be retained on file by the RTO Manager.

## Training and Assessment Equipment

7.1 Another component of supporting Construction Training Group's commitment to the ongoing safety of staff, students and visitors is the conduct of regular health and safety checks of training and assessment equipment including plant.

- a) Prior to conducting onsite or offsite training and/or assessment safety inspection of relevant equipment and resources will be conducted by the assigned trainer and assessor.
- b) Construction Training Group's approved Facilities and Equipment Checklists will be used to guide the inspection and to record outcomes.

- c) Specific Facilities and Equipment Checklists are available for each training product delivered and assessed by Construction Training Group. Each checklist guides the trainer/assessor regarding the specific equipment and resources to be available for training and/or assessment and that the equipment and resources are in safe working order and fit for purpose.
- d) Courses which incorporate the use of plant require additional pre-start checks to be completed and such checks are detailed on the relevant Facilities and Equipment Checklists.
- e) Outcomes

- i) Where checks determine that equipment and resources meet safety standards training can proceed as scheduled.

The completed Facilities and Equipment Checklist to be submitted by the relevant trainer and assessor to Administration staff together with other program records.

- ii) Where checks determine that a component/s of equipment and resources do not meet safety requirements the assigned trainer/assessor will isolate the equipment/resource and inform the RTO Manager and/or the offsite client representative of identified issues.

Depending on the nature and risk associated with any identified issues, a Remedial Action Plan will be developed by the RTO Manager, in conjunction with the offsite client representative where required, and training may be deferred or rescheduled until such time as remedial action taken. A follow up inspection will occur to ensure all remedial actions have been undertaken to ensure equipment and resources meet requirements.

Following delivery of training and assessment services the completed Facilities and Equipment Checklist, and Remedial Action Plan, where relevant, will be submitted by the relevant trainer and assessor to Administration staff together with other program records.