

OCCUPATIONAL HEALTH AND SAFETY POLICY

ESOS/NCP	- ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students - The National Code 2018: Standards for RTOs 2025; Standard 2.6, 2.7
SRTOs 2025	https://www.asqa.gov.au/how-we-regulate/revised-standards-rtos/practice-guides/practice-guide-wellbeing#std2.6 https://www.asqa.gov.au/how-we-regulate/revised-standards-rtos/practice-guides/practice-guide-feedback-complaints-and-appeals#std2.7
Legislative Context	- Privacy Act 1988 (Cth) - Privacy and Data Protection Act 2014 - Racial Discrimination Act 1975 - Sex Discrimination Act 1984 - National Vocational Education and Training Regulator Act 2011 - Standards for NVR Registered Training Organisations 2025 - Vocational education and training (VET) legislation - Standards for VET Accredited Courses 2012 - Data Provision Requirements 2012 - VET Data Policy - Victorian Guidelines for VET - Providers (Victoria)
Related Policies and forms	- Student handbook - Student Code of Conduct - Critical Incident Policy and Procedure - Work Based Training agreement - Critical Incident Report Form - Student at Risk form - Critical Incident Policy and Procedure

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1. POLICY OBJECTIVE

The objective of this policy is to ensure that ACCM abides by WHS legislation by observing a Duty of Care for employees and students. Duty to Consult with them to help ensure a safe working environment, free of the risk of harm to their health, safety and welfare, and has imposed penalties for failing to take the necessary precautions. It has also reinforced the need to apply Risk Management to the identification, assessment, elimination, control and review of workplace risks.

2. SCOPE

This Policy applies to all students, managers, officers, workers and trainers and contractors.

3. RESPONSIBILITY

The CEO/Directors is responsible for the implementation and monitoring of this policy and all Academic Managers will be responsible to ensure that staff and students are made aware of its application.

4. POLICY

ACCM will ensure that they will:

- Provide and maintain a safe work environment;
- Provide and maintain safe plant and structures;
- Provide and maintain safe systems of work;
- Ensure the safe use, handling and storage of plant, structures and substances;
- Provide adequate facilities (and ensure access is maintained);
- Provide instruction, training, information and supervision; and
- Monitor the health of students and staff and conditions at the workplace.

5. PROCEDURE

Safety Checks:

- The Administration Staff will conduct a safety check of premises on a regular basis.
- An OHS report will be discussed with the Directors. This will be recorded as part of continuous improvements.

Notification of a Hazard:

- A member of staff who identifies a hazard or potential hazard in their daily work will notify and act on this immediately and report this to relevant staff members.

First Aid

- A First Aid kit will be readily accessible in all training sites.

Fire Safety

- ACCM will observe all relevant fire safety requirements. Firefighting equipment will be checked every six months.(Building management will organise these inspections)
- The Directors will exercise general oversight of fire safety requirements at all times.

Duty to Consult

- OH&S policy and practices are included in the induction program for all students, employees and trainers.
- The contents of all First Aid kits will be checked and replenished where necessary.

Emergencies and Evacuations:

- ACCM acknowledges its responsibility under OH&S legislation to maintain a safe and healthy workplace and acknowledges the development and observance of sound emergency and evacuation procedures as part of that responsibility.

RTO Training Sites

Safety Checks

- The Trainers/staff and Contractors will conduct a safety check of training rooms and/ or training sites prior to conducting training.
- Trainers and Contractors will check all plant and / or equipment prior to training to ensure all are in safe working. Any faulty equipment will be tagged out, an OHS report will be completed and discussed with the Directors. This will be recorded as part of continuous improvements.
- All training sessions will have appropriate PPE as required for class and student numbers.

Conducting Training

- All classes will be timetabled to finish between 9.00 am and 5 pm (7 days a week, as per timetable).
- No classes will be timetabled for more than 8hrs per day, including breaks.
- Class size numbers will be capped to allow adequate supervision of practical session, or additional Trainer/Assessor or contractor will be assigned.
- All ACCM's staff are expected to exercise a pastoral concern for students and to assist them as best they can and as appropriate to the staff member's position.
- Trainer/Assessors will conduct a site induction prior to all training sessions informing students of relevant emergency procedures, facility's, exits and site layout as required.
- Trainer/Assessor will provide adequate training prior to any activities that might pose a physical risk such as sharp knives at during kitchen practical.
- Where risks cannot be eliminated, Trainer/Assessors and Contractors will ensure procedures are in place to minimise risks as much as possible such as team lifting techniques for road sign placement.
- Trainer/Assessors and Contractors will ensure continued training and supervision throughout practical activities.
- Students are required to wear appropriate attire and protective clothing stipulated for the course. Students who are not wearing appropriate protective clothing will not be permitted to participate in the training. Students are made aware of the need to abide by this requirement prior to course commencement.

Student Welfare

Prior to the commencement of assessment scenarios taking place, Health & Safety issues need to be carefully considered by the Trainer/Assessor, whether being conducted in ACCM facilities.

Also, students need to be advised by the Trainer/Assessor of all Health & Safety considerations prior to performing any assessment scenarios, the Health & Safety considerations would include (but is not limited to);

- Any physical activities during assessment
- Any emergency procedures that could occur and what to do (e.g. fire evacuation)
- Disclosure from students for any injuries that may restrict their involvement
- Training room conditions/environment

In the event of an incident or emergency, the assessment scenarios must be stopped. Trainer/Assessor must record any incidents or emergencies in an 'Incident Register ' or 'Incident Report' form; and ACCM Directors must be informed immediately.

Off-site Training Sites:

Safety Checks

- ACCM's Trainer/Assessor and contractors are not responsible for safety at a client site or public locations for training.
- The Trainer/Assessor will conduct a visual safety check and complete an off-site training safety checklist at set up and prior to the conduct of a course.
- Where there are hazards and the risk is considered too high, the course will not be conducted or will be modified to suit the conditions.
- Course Report including the OHS matters will be sent with recommendations to ACCM's Directors. In some cases, the Trainer will need to phone the ACCM and advise that the course cannot go ahead.
- The Directors will seek whatever additional information may be required, discuss the matter for future courses.

Accidents and Injuries

In the event that an accident or injury occur during an ACCM Course;

- The Trainer/Assessor / Contractors will act as required, working with the OHS staff at the worksite / venue to deal with the accident and report the matter immediately to the Directors. The Trainer/Assessor / Contractors will complete an Accident and Injury report for ACCM Directors, and any other relevant third party or governing body.

For further information you can visit- <https://www.accm.vic.edu.au/policies>

REVISION HISTORY

Version	Date	Reason for upgradations	Prepared By
1.0	Oct 2021	Initial Document	CEO/Director
1.1	August 2022	Updated on registration	CEO/Director
2.0	Oct 2025	RTO standards update	CEO/Director