

Policy area	Training and Assessment
Standards	Outcome Standards for RTOs, Standard 1.8 and 4.3
Responsibility	CEO & PEO, all staff, students, contractors
Classification	Public

1. Purpose

The purpose of this policy and procedure is to:

- identify and assess safety risks to training,
- ensure facilities, resources and equipment for training is safe and ready for use,
- provide a safe and healthy training environment for our staff, students, contractors and visitors, and
- promote a positive safety culture.

2. Policy statement

3.1 Commitment safe training

Australian Vocational Training Institute is committed to the proper management of safety in support of our training. We will provide a safe training environment for our staff, students, contractors and visitors by having a planned and systematic approach to the management of training safety. We will provide the necessary resources for the successful implementation of this policy and its supportive procedures. Training safety will be managed through Australian Vocational Training Institute management meeting and in close consultation with staff, students, contractors and visitors. The Australian Vocational Training Institute regular management meeting will also act as a work health and safety consultative committee.

3.2 Guidelines

The following guidelines are provided as a basis for safe practice in the training and assessment environment. The guidelines are particularly relevant to students, trainers and assessors.

- Know and observe details of emergency response and evacuation plans;
- Do not undertake activities which may cause injury to self or others;

- Be responsible for your own actions;
- Follow equipment operating procedures and trainer instructions for the safe operation of equipment;
- No smoking at the training and assessment facilities or offices;
- Report all potential hazards, accidents and near misses to the RTO staff;
- No consumption of alcohol within training and assessment facilities or during the conduct of training and assessment;
- Keep training and assessment areas neat and tidy at all times;
- Observe hygiene standards particularly in eating and bathroom areas.

Electrical equipment:

- Electrical equipment that is not working should be reported to the Academic Manager.
- Ensure electrical equipment is tested and tagged every 12 months by a suitably qualified and competent person.
- Electrical work should only be performed by appropriately licensed Electrician. students, trainers and assessors should not undertake any task related to fixing electrical equipment such as lighting, power outlets or electrical training aids.

Fire safety:

- Australian Vocational Training Institute will undertake to communicate the procedures involved in evacuation and the location of fire equipment to students at each facility for each training and assessment event; and to users of the office at least twice each year.
- All users of a training and assessment facility need to be familiar with the location of all EXITS and fire extinguishers. Users are to consult available maps to determine location.
- It is the user's responsibility to understand fire drill procedures displayed around the premises.
- Users are asked to attend any practice sessions on fire safety evacuation procedures and the use of fire safety devices.

First aid:

- Provision for first aid facilities are available where training is delivered.
- A first aid kit is to be located at reception.
- All accidents must be reported to Australian Vocational Training Institute staff.
- The accident and any first aid administered must be recorded by staff involved.
- Safety incident report are to be completed on any incident requiring first aid or near miss.

Computer facilities:

- Extended periods of work with computers can result in general fatigue and eye strain. Repetitive tasks and incorrect posture will result in consistent aches and pains.
- Current work health and safety guidelines indicate that people working for long periods at computers should organise their work to allow a five-to-ten-minute rest every hour. This rest should include a change of position and stretching exercises as appropriate.
- Posture can be improved by adjusting chair height so that the operator's feet are comfortably placed on the floor (or footrest) and your arms are at an approximately 90-degree angle.
- The screen should be positioned to avoid reflection from lights and windows and at a suitable distance so that it can be easily read.

Lifting:

- students, trainers and assessors are encouraged not to lift anything related to the training and assessment provided by Australian Vocational Training Institute unless directed to do so by the Trainer.
- If you have experienced back problems in the past do not attempt to lift anything at all and advise the Trainer of any limitation.
- Never attempt to lift anything that is beyond your capacity.
- Always bend the knees and keep the back straight when picking up items.
- Never twist your torso while lifting.
- Never lift a heavy item above shoulder level.

- Never carry a load that obstructs your vision.
- Never hold your breath while lifting, moving, and setting the load down.
- Before lifting a load, make sure the load is secure.
- Use a safe lifting speed and avoid using momentum.
- Be aware of your surroundings before and during lifting.
- When in doubt, ask for help.

Work and study areas:

- Always ensure that all work areas are clean and clear to avoid the danger of accident by tripping or falling over.
- Place all rubbish in the bins provided.
- Ensure that kitchen bench spaces are left clean and tidy and that all dishes are washed.
- Do not leave tea towels or any cleaning cloths in a bundle on the bench tops or draped near any bin.
- Do not sit or climb on any desks or tables.
- Do not leave bags or garments on the floor obstructing passageways.

Work integrated training

- All students must complete workplace health and safety induction before any work integrated training commences.
- Students must have access to appropriate clothing and personal protective equipment required by the workplace.
- Appropriate supervision arrangements in the workplace must be established to ensure that the student's safe participation is monitored.
- Hazard risk assessment on planned work integrated training must be completed to identify the likelihood and consequence of injury or harm occurring and appropriate risk reduction measures.

- Students must be briefed and provided contact details to contact Australian Vocational Training Institute representative anytime they feel that the situation in the workplace is not safe.

Training facilities

- Academic Manager or delegate to conduct a walk around each morning to confirm the training environment is safe and ready for use.
- A building assessment should be conducted every six months to assess a facility general suitability for safe access.
- Training venue suitability checklist should be completed on any new training venues use on an as required basis.
- Hazard risk assessment must be completed and approved by the Academic Manager on any training activity that is conducted outside of a classroom or a controlled environment.

Psychosocial Hazards

- Staff and students should report any concerns about bullying, harassment, or workload pressures to the appropriate supervisor/coordinator immediately.
- Utilise Australian Vocational Training Institute's support services, with students using student support services.
- Take regular breaks, maintain healthy boundaries, and engage in stress-reduction activities during intense work and study periods.
- Maintain clear, respectful communication channels between all parties, with set response timeframes
- Attend relevant professional development (staff) or seek study skills support (students) to build resilience and capability
- Engage in team and peer activities to create supportive connections within the Australian Vocational Training Institute community
- Set clear work and study schedules and maintain healthy work-life or study-life balance
- Keep up-to-date with RTO policies and procedures through appropriate channels (staff) or Student Handbook (students)

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- Contribute to improvement through established feedback channels
 - Access all support tools provided by Australian Vocational Training Institute, including online resources, peer support programs, and wellness activities

3. Procedure

Steps		Person/s responsible
i.	Responding to unplanned risks and hazards Any students or staff who encounter unplanned safety risk with the facilities, resources and equipment provided by the RTO or third parties, are to respond using the following steps: Identify the Hazard: Recognise any potential safety risk in the workplace or training environment. This could be anything from a spill on the floor to malfunctioning equipment. Assess the Risk: Evaluate the potential risk associated with the hazard. Consider the likelihood of an accident occurring and the possible severity of its consequences. Control the Area: If possible, isolate the hazard to prevent further risk. This could involve cordoning off the area, shutting down equipment, or evacuating the area if necessary. Notify the Relevant Personnel: Report the hazard immediately to your trainer who will report the hazard to the Academic Manager or Office Manager. Provide them with detailed information about the hazard and its location. Take Immediate Action if Necessary: If the situation requires immediate intervention to prevent harm (like turning off power to prevent electrocution or using a fire extinguisher on a small fire), do so if you are trained and it is safe. Record the Hazard and Risk: The trainer or senior manager, will document the hazard and risk and the actions taken in response using the Forms – <i>Hazard Control Register</i>, and <i>Safety Incident Report</i>. This record can be important for future safety planning and may be required for compliance with workplace safety regulations.	All staff, students, contractors, Academic Manager

	7. Review and Follow Up: After the immediate hazard has been addressed, conduct a review of the incident. This should include an analysis of how the hazard occurred, what was done to respond to it, and what can be done to prevent it in the future. This review should be led by management. 8. Implement Corrective Actions: Based on the review, take steps to prevent the hazard from recurring. This could involve changes to procedures, additional training for staff, students, or modifications to equipment or the environment. 9. Monitor the Situation: Keep an eye on the area or situation to ensure that the hazard has been effectively mitigated and that no new risks have emerged. 10. Continual Improvement: Use the experience as a learning opportunity for continual improvement in workplace safety practices. Record any identified opportunities for improvement in a <i>Continuous Improvement Report</i> and refer this through to the management meeting.	
i.	Responding to an Emergency during Training 1. Immediately notify Australian Vocational Training Institute staff who will contact emergency services. 2. At the sound of the fire alarm or upon receiving evacuation instructions, cease all activities and exit the building without delay. 3. Stay calm, listen carefully, and comply with all directions from Australian Vocational Training Institute staff or emergency responders. 4. Use the nearest available exit or your designated evacuation route and gather at the specified Emergency Assembly Point. 5. Exit immediately without taking time to collect personal items or search for others. 6. Keep all fire hydrants and access routes clear for emergency response teams and their equipment.	All staff, students, contractors, Academic Manager

PP1.4 – Training Safety - Public



	7. Wait for explicit permission from Australian Vocational Training Institute staff or emergency personnel before returning to the building.	
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