

## **CG6 - HEALTH AND SAFETY P&P**

# CG6: Health and Safety Policy & Procedure

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## Purpose

This policy outlines the approach taken by OUR INSTITUTE 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 OUR INSTITUTE.

OUR INSTITUTE 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.

OUR INSTITUTE 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.

## Definitions

A **hazard** means any potentially dangerous situation within the work/study environment provided by OUR INSTITUTE.

An **incident** means an event or circumstance that leads – or could have lead - to unintended or unnecessary harm during a person’s participation in work and/or training activities with OUR INSTITUTE.

An **injury** means any incident that causes harm to a person during their participation in work and/or training activities with OUR INSTITUTE.

## Policy

1. Through this policy, OUR INSTITUTE meets the requirements of [the Work Health and Safety Act](#), [Work Health and Safety Act NSW](#), [Work Health and Safety Act QLD](#)
2. OUR INSTITUTE is committed to protecting staff and students from harm to their health, safety and welfare through the elimination or minimisation of risks arising from work and study.
3. 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.
4. OUR INSTITUTE encourages active participation, cooperation and consultation with all students, staff and others in the promotion and development of measures to improve health and safety.

3. 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.
4. All work and training environments will be routinely assessed to identify safety risks, hazards and identify areas for improvement.
5. Staff who work from home are responsible for ensuring the environment they enter into is free from risk and occupational health and safety hazards.
6. All staff, students and other individuals are required to report any workplace hazards and associated risks and safety incidents as soon as they become aware of them. OUR INSTITUTE will take immediate actions to respond to incidents and reduce or mitigate the risks caused by identified hazards.
7. OUR INSTITUTE will respond to, investigate and record all health and safety incidents.
8. Appropriate records of the organisation's workplace hazards, risks and workplace injuries will be accurately maintained at all times.
9. Security cameras have been installed throughout the campus to record any incidents 24/7 in the interests of ensuring the security and protection of its property, employees and clients/customers in compliance with its obligations under any applicable legislation from time to time. This is in accordance with the WORKPLACE SURVEILLANCE ACT for both NSW <https://www.oaic.gov.au/privacy/your-privacy-rights/employment/workplace-surveillance> & QLD <https://www.oic.qld.gov.au/guidelines/for-community-members/Information-sheets-privacy-principles/camera-surveillance,-video,-and-audio-recording-a-community-guide>

## Procedures

Standards 1.8, 4.1 & 4.4

### 1. Workplace & Delivery Site Inspections

Procedure	Responsibility
<p><b>A. Annual workplace and home office inspections</b></p> <ul style="list-style-type: none"> <li>• Each worksite will be inspected using the <i>WHS Inspection Checklist</i> at least annually. Staff members working from a home office must conduct this inspection themselves.</li> <li>• All identified hazards must be reported to the Accounts manager using the <i>Workplace Hazard Report</i></li> </ul>	<p>Staff member Accounts officer <b>Frequency:</b> annually</p>
<p><b>B. Control Hazards</b></p> <ul style="list-style-type: none"> <li>• Appropriate actions must be taken to control any hazards identified.</li> <li>• Hazards and control mechanisms are to be recorded in the central <i>Safety and Hazard Register</i> for all identified hazards.</li> <li>• Any risk ratings are to be added to the <i>Risk Management Plan</i>.</li> </ul>	<p>Accounts officer</p>

### 2. Hazards

Procedure	Responsibility
<p><b>C. Identify Hazards</b></p> <ul style="list-style-type: none"> <li>• Any staff or student who identifies a potential or actual workplace hazard must report it immediately to the CEO using the <i>Workplace Hazard Report</i>.</li> </ul>	<p>CEO or authorised representative</p>

Procedure	Responsibility
<p><b>D. Control Hazards</b></p> <ul style="list-style-type: none"> <li>Reported or identified hazards and control mechanisms are to be recorded in the central <i>Safety and Hazard Register</i>.</li> <li>The CEO will record a plan in the <i>Safety and Hazard Register</i> for all identified hazards.</li> <li>The CEO will take appropriate actions to ensure that the identified hazards are controlled in accordance with this procedure.</li> <li>Any risk ratings are to be added to the <i>Risk Management Plan</i>.</li> </ul>	Accounts manager and CEO

### 3. Incident Reporting

Procedure	Responsibility
<p><b>E. Workplace Incidents</b></p> <ul style="list-style-type: none"> <li>If an incident occurs in the workplace any persons attending to the incident or witness to the incident are to fill in a Safety Incident Report.</li> <li>In case of injury the first person in attendance to a workplace injury should immediately call for help, seeking assistance from the qualified First Aid officer if possible</li> <li><i>Safety Incident Reports</i> are to be provided to the CEO who will use the records to gather accounts of the incident and use them as the basis of an investigation into the incident, if required.</li> </ul>	Staff and/or students  CEO

### 4. Student Safety and Security Plan

Procedure	Responsibility
<p><b>F. Assess student safety risks</b></p> <ul style="list-style-type: none"> <li>At least annually, OUR INSTITUTE will undertake an assessment of any actual or potential risks to student and staff safety and security.</li> <li>OUR INSTITUTE will use the Student Safety and Security Plan to record all potential risks and hazards and identify the actions to be taken to reduce the risks.</li> <li>The Accounts officer is responsible for ensuring that the measures put in place on the safety and security plan to reduce risks, are correctly implemented.</li> <li>Any updates to the safety and security mechanisms that are in place for OUR INSTITUTE are to be updated in student pre-enrolment and enrolment information.</li> </ul>	Staff and/or students  <b>Frequency:</b> annually

### 5. Workplace Surveillance

Procedure	Responsibility
<p><b>G. Surveillance</b></p> <ul style="list-style-type: none"> <li>Security surveillance applies to the premises, to all employees, students, contractors and subcontractors of OUR INSTITUTE while they are on the premises or otherwise performing work for OUR INSTITUTE and to any types of surveillance carried out by OUR INSTITUTE from time to time.</li> </ul>	Director, CEO or authorised representative

Procedure	Responsibility
<ul style="list-style-type: none"> <li>• OUR INSTITUTE will not carry out surveillance that is prohibited by any applicable legislation. This includes surveillance of employees who are not at work or surveillance in changing rooms, showers or toilets.</li> <li>• OUR INSTITUTE will not use or disclose surveillance other than to provide information to a law enforcement agency in relation to criminal or civil proceedings, for a legitimate purpose related to an employee's employment, (i.e. not performance based), or when OUR INSTITUTE reasonably believes that there is an imminent risk of substantial damage to property or serious violence to any person.</li> <li>• Employees will be notified of this policy in accordance with applicable legislation, which may include by email, by hard copy and/or by referral to our Institute intranet. All new employees will be provided with a copy of this policy as part of their induction. Any changes to this policy or the nature of any surveillance (including the location and number of any video cameras) will be notified to employees by email and on noticeboards at our institute's premises not less than 14 days before any change takes effect.</li> <li>• Camera surveillance involves the use of fixed cameras and/or camera casings, which may be used to investigate any instances that in the reasonable opinion of OUR INSTITUTE warrant investigation, including but not limited to assault, theft or damage to property. There are cameras situated in all classrooms and two in the offices and two in the communal area of the school.</li> <li>• All entrances to our Institute premises will display a notice in accordance with any applicable legislation regarding the existence of cameras at the premises.</li> <li>• Computer surveillance involves accessing computers, external hard drives, databases, data storage devices and any other hardware, software, email or internet systems in order to investigate any suspected breaches of the law, cyber bullying, theft or employee misconduct.</li> <li>• Surveillance recording will only be accessed by Director, CEO or authorized representatives or authorized law enforcement agencies.</li> </ul>	

**Document Control**

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Standards:	Standards for RTOs 2025
	<a href="#">the Work Health and Safety Act 2012</a>
	<a href="#">WORKPLACE SURVEILLANCE ACT NSW</a>
	<a href="#">WORKPLACE SURVEILLANCE ACT QLD</a>

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