

# BQ6: Health and Safety Policy

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## Purpose

This policy outlines the approach taken by Gascoigne Training and Assessment 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 Gascoigne Training and Assessment .

## Overview

Gascoigne Training and Assessment recognizes 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.

Gascoigne Training and Assessment 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.

## Policy

### 1. *Compliance with Legislation*

1.1. Gascoigne Training and Assessment meets the requirements of the Workplace Health and Safety Act 1995 and complies with all other relevant legislation, codes of practice, advisory and best practice standards as well as organisational policies and procedures.

### 2. *Organisational Responsibility and Commitment*

2.1 Gascoigne Training and Assessment is committed to:

- a) Providing a safe and healthy environment for all students, staff and others during their participation in activities with Gascoigne Training and Assessment.
- 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) Ensuring that if staff are injured at work, they are returned to suitable work at the earliest possible opportunity.
- f) Taking immediate response to reduce the risk of identified workplace hazards.
- g) Maintaining relevant policies, procedures, training, codes of conduct and systems to support and communicate effective health and safety practices throughout the organisation.
- h) Routinely conducting checks of the work environment to assess risks, identify hazards and identify areas for improvement.
- i) Providing appropriate induction, training, information and updates to staff on a regular basis about workplace health and safety.

### **3. Staff Responsibility**

- 3.1 All staff including managers 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.
- 3.2 When staff are undertaking work from home or at an off-site location, the staff member is responsible for ensuring the environment they enter into is free from risk and occupational health and safety hazards.

### **4. Reporting**

- 4.1 All staff, students and others are required to report any identified workplace 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 Gascoigne Training and Assessment.

### **5. Student and Staff Welfare**

- 5.1 In order to protect the welfare of students and to ensure students have positive living, studying and working experiences, Gascoigne Training and Assessment :
  - a) Does not permit or require students to attend scheduled classes (including time allocated for self paced or online studies) for more than eight (8) hours in any one day, unless there is a reasonable course-related reason to do so and the registering body has given specific written exemption which specifies the differing maximum hours for the course. Students will be notified where exemptions have been provided.
  - b) Does not permit or require full time students to attend scheduled classes prior to 8.00am and/or after 10.00pm (including time allocated for self paced or online studies), unless there is a reasonable course-related reason to do so and the registering body has given specific written exemption which approves a different schedule. Students will be notified and asked to sign an agreement to this arrangement in writing.
- 5.2 Due to Gascoigne Training and Assessment's operation after 6.00pm on a Tuesday evening, and because facilities are located in industrial areas, Gascoigne Training and Assessment has a student safety and security plan in place. This plan outlines the steps taken to mitigate the risk for students travelling to and from training venues and Gascoigne Training and Assessment's premises. This information will be provided to student prior to enrolment.

### **6. Records**

- 6.1 Appropriate records of the organisation's risk management strategy, workplace hazards and workplace injuries will be accurately maintained at all times.

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#### **Related Policies**

- BQ1: Code of Practice and Customer Service Charter
- HR12: Staff Code of Conduct
- HR14: Staff Professional Development Policy
- TA16: Quality Training Policy
- TA17: Assessment Policy
- SM22: Student Code of Conduct

#### **Related Procedures, Forms & Documents**

- BQG1.1.1: Legislation Guide
- BQ6.1: Health & Safety Procedure
- BQR6: Workplace Injury Register
- BQF6.1.1: Workplace Hazard Report
- BQF6.1.2: Workplace Health and Safety Checklist
- BQF6.1.3: Safety Hazard Control Plan & Risk Score Worksheet
- BQF6.1.4: Workplace Injury Record
- BQF6.1.5: Home Office Health and Safety Checklist
- BQT6.1.6: Student Safety and Security Plan Template
- BQT6.1.7: Risk Analysis Plan Template

## Publishing Details

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