

## 1. Purpose

The purpose of this procedure is to give clear direction as to the responsibility and manner in which each worker is to conduct themselves in accordance with the requirements of Workplace Health & Safety (WHS).

## 2. Scope

The Quality Training and Hospitality College (QTHC) ensures that all workers, clients and visitors are fully informed of these safety and health requirements including Emergency Procedures that affect their duties or participation in vocational education and training.

## 3. Procedure

QTHC will:

- provide appropriate resources to ensure compliance with the
  - Work Health and Safety Act 2012—3.10.2019 (South Australia)
  - Work Health and Safety Act 2011 No 10 (New South Wales)
  - and other requirements as prescribed from time to time;
- ensure a risk management process that specifically relates to the diversity of the workplace;
- ensure continuous improvement aimed at the elimination of work-related injury and illness;
- provide appropriate WHS training to all workers;
- implement a consultation process with all workers to ensure the decision-making process is transparent and inclusive;
- disseminate WHS information to all workers as appropriate and in a timely manner;
- implement WHS policy quickly and clearly.

In the event of an accident / injury or near miss, the details must be completed by the most senior person present at the time of the incident (usually the Trainer / Assessor) using the Incident / Accident Report Form. The purpose is to record what happened, the investigations that resulted and what action was taken to prevent future occurrences.

The form is to be submitted to the Compliance Officer by close of business the day of the accident or injury.

The Compliance Officer in consultation with the Operations Director will be responsible for managing all processes following the reporting of the accident/injury.

## 4. Responsibilities

### Managing Director - Person Conducting a Business or Undertaking (PCBU)

The Managing Director is the PCBU and has ultimate responsibility for ensuring:

- Adequate human and financial resources are available to meet the legislative obligations of the WHS Policy;
- WHS policies and procedures are implemented, audited and reviewed;
- All workers are aware of their rights and responsibilities in relation to WHS Act relevant to their state and other requirements as prescribed from time to time.

Document: NovaCore CMS\SRTO 2015\Policy\Work Health and Safety Policy	Approved By: RTOADM	Next Review Date: 25-03-2021
Version: 1.7	Approved Date: 25-03-2020	Page 1 of 2

## Managers & Supervisors

Managers & Supervisors are responsible for:

- Ensuring the workplace health and safety of all workers they supervise, and clients or visitors who enter the premises;
- Identifying, evaluating and controlling hazards specifically within their area of control and also throughout the workplace;
- Evaluating workplace practices with a view to mitigating hazards;
- All workers under their supervision understand and comply with QTHC policies and procedures;
- Training needs identification and provision of relevant training;
- Participation and involvement of employees and others in injury management and rehabilitation programs as necessary and appropriate;

## All Workers

All QTHC Workers are responsible for:

- Ensuring a safe workplace by reporting to their Manager/Supervisor
  - Incidents, events or situations that may be hazardous
  - Behaviour of other workers clients or visitors that is hazardous;
- Complying with QTHC policies and procedures;
- Undertaking and participating in training, injury management and rehabilitation programs as necessary and appropriate;
- Comply with WHS audits.

## Learners

All Learners are responsible for their own safety and other participants by:

- Ensuring that their behaviour does not put them or others in harm's way;
- Reporting to the trainer any situation which may be hazardous.

Document: NovaCore CMS\SRTO 2015\Policy\Work Health and Safety Policy	Approved By: RTOADM	Next Review Date: 25-03-2021
Version: 1.7	Approved Date: 25-03-2020	Page 2 of 2