

1. PURPOSE

The Quality Training and Hospitality College, trading as Quality College of Australia (QCA), is committed to providing and maintaining a safe, healthy and inclusive environment for students, staff, contractors and visitors.

The purpose of this policy is to ensure that health, safety and wellbeing risks associated with QCA's operations are identified, assessed, controlled and monitored in accordance with applicable Work Health and Safety (WHS) legislation and continuous improvement principles.

2. SCOPE

This policy applies to:

- All employees
- Contractors
- Volunteers
- Students
- Visitors
- Any person undertaking activities on behalf of QCA.

This policy applies to all QCA campuses, workplaces, practical training venues, work placement locations and any other approved training or assessment environment.

3. POLICY STATEMENT

QCA is committed to:

- Providing safe learning and working environments
- Complying with applicable Commonwealth and State/Territory WHS legislation
- Eliminating hazards where reasonably practicable
- Minimising health and safety risks
- Promoting physical and psychological wellbeing
- Consulting with workers on WHS matters
- Ensuring students understand their WHS responsibilities
- Continually improving WHS performance through monitoring, review and corrective action.

4. LEGISLATIVE REQUIREMENTS

QCA complies with relevant legislation, including:

- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Act 2011 (NSW)
- Associated Regulations and Codes of Practice
- Any other applicable WHS legislation relevant to QCA operations.

5. RISK MANAGEMENT

QCA manages WHS risks by:

- Identifying hazards
- Assessing risks
- Implementing appropriate control measures
- Monitoring the effectiveness of controls
- Reviewing risks following incidents, changes to operations or legislative updates.

Risk assessments are undertaken before:

- Commencing new training activities
- Introducing new equipment
- Using new training venues
- Practical training involving higher-risk activities
- Work placement arrangements where required.

6. SAFE LEARNING

QCA will ensure that:

- Learning environments are safe and fit for purpose
- Equipment used during training is safe and maintained
- Students receive safety information before participating in practical activities
- Appropriate supervision is provided
- Emergency procedures are communicated during induction
- First aid resources are available where required.

7. STUDENT RESPONSIBILITIES

Students are expected to:

- Follow all safety instructions
- Use equipment safely
- Wear required personal protective equipment (PPE)
- Report hazards, injuries and near misses immediately
- Participate in emergency procedures
- Behave in a manner that does not place themselves or others at risk.

8. EMPLOYEES RESPONSIBILITIES

Employees must:

- Take reasonable care for their own health and safety
- Ensure their actions do not adversely affect others
- Comply with WHS policies and procedures
- Participate in WHS training
- Report hazards, incidents and near misses promptly
- Cooperate with investigations and corrective actions.

9. MANAGEMENT RESPONSIBILITIES

The Managing Director and Managers are responsible for:

- Ensuring compliance with WHS legislation
- Providing appropriate resources
- Maintaining safe facilities and equipment
- Ensuring workers receive WHS induction and training
- Monitoring WHS performance
- Reviewing incidents and corrective actions
- Consulting with workers regarding WHS matters
- Ensuring emergency procedures remain current.

10. INCIDENT, INJURY AND HAZARD REPORTING

All hazards, injuries, incidents and near misses must be reported immediately to the relevant Manager or Supervisor.

An Incident Report must be completed as soon as practicable.

QCA will:

- Investigate reported incidents
- Identify root causes
- Implement corrective actions
- Monitor the effectiveness of those actions
- Notify the relevant regulator where required under WHS legislation.

11. EMERGENCY PREPAREDNESS

QCA maintains emergency procedures appropriate to each training location.

Employees and students receive information regarding:

- Emergency exits
- Evacuation procedures
- Assembly points
- Emergency contacts
- First aid arrangements
- Reporting emergencies.

Emergency procedures are reviewed periodically and following significant changes or incidents.

12. CONSULTATION

QCA consults with employees regarding:

- Identified hazards
- Risk assessments
- Proposed safety improvements
- Workplace changes affecting health and safety.

Students are encouraged to report hazards and provide feedback regarding safety within the learning environment.

13. TRAINING AND INFORMATION

QCA provides appropriate WHS information and training relevant to each person's role, including:

- Staff induction
- Learner orientation
- Emergency procedure
- Hazard reporting
- Safe work practices
- Role-specific WHS training where required.

14. MONITORING AND CONTINUOUS IMPROVEMENT

QCA monitors the effectiveness of this policy through:

- Workplace inspections
- Hazard reporting
- Incident investigations
- Near miss reporting
- Learner and staff feedback
- Internal audits
- External audits
- Legislative updates
- Review of emergency procedures
- Analysis of WHS trends.

Improvement actions are recorded within QCA's Continuous Improvement Register and monitored until completed.

15. RELATED DOCUMENTS

- Risk Management Policy
- Incident Report Form
- Hazard Report Form
- Emergency Management Procedures
- First Aid Procedure
- Facilities, Resources and Equipment Policy
- Staff Induction Procedure
- Learner Handbooks

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Approved By: QCA Compliance	Page 3 of 3