

Safety and Security Policy and Procedure

CONTENTS

1	PURPOSE.....	1
2	DEFINITIONS	1
3	SCOPE.....	1
4	POLICY STATEMENT	1
5	PROCEDURE	3
	Appendices	5
	1. Risk rating matrix.....	5
	2. Hierarchy of Controls.....	5
6	Della International College Responsibilities.....	5
7	Access & Equity	5
8	Records Management.....	5
9	RESPONSIBILITIES	5
	Compliance, monitoring and review.....	5
10	RELATED LEGISLATION AND DOCUMENTS	6
11	FEEDBACK.....	6

1 PURPOSE

This policy outlines the approach taken by Della International College (DIC) to ensure a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.

2 DEFINITIONS

Hazard means any potentially dangerous situation within the work/study environment provided by DIC.

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 DIC.

Injury means any incident that causes harm to a person during their participation in work and/or training activities with DIC.

SRTOs means the Standards for Registered Training Organisations – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 which can be accessed at www.asqa.gov.au

3 SCOPE

- 3.1 This policy applies to all staff, students, contractors and visitors of Della International College.

4 POLICY STATEMENT

4.1 Compliance

Created: November 2016
Modified: March 2021
Review Date: March 2022

Document Owner: CM
Version: 1.0
Page 1 of 6

Safety and Security Policy and Procedure

- Through this policy and related procedure, DIC meets the requirements of the Work Health and Safety Act 2011 (Cth) and the Occupational Health and Safety Act 2004 (Vic)
- DIC is committed to protecting staff and students from harm to health, safety and welfare through the elimination and/or minimisation of risks arising from work and study.
- The Campus/Compliance Manager is the Health and Safety Representative to liaise with individuals about health and safety matters and ensure the organisation's compliance with health and safety requirements at all times.

4.2 Working safely

- 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.
- DIC encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.
- 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.

4.3 Workplace, delivery site and home office inspections

- All work and training environments will be routinely inspected to identify safety risks, hazards and identify areas for improvement.
- Staff who work from home are responsible for ensuring the environment they work in is safe and has hazards are controlled effectively.

4.4 Hazard identification and risk control

- All staff, students and other individuals are required to report any hazards and safety incidents as soon as they become aware of them. DIC will take immediate actions to respond to incidents, assess risks and control hazards where applicable.

4.5 Incidents

- Staff and students are expected to immediately report any incidents that occur at work or during training that impact on an individual's health or safety.
- DIC will respond to, investigate and record all incidents that impact on the health and safety of any individual and will take steps to prevent recurrence

4.6 Safety records

- Records of the organisation's workplace hazards, risks and workplace injuries will be accurately maintained at all times.

Safety and Security Policy and Procedure

5 PROCEDURE

5.1 Workplace, delivery site and home office inspections

Procedure	Responsibility
A. Inspections <ul style="list-style-type: none"> Each worksite will be inspected using the <i>WHS Inspection Checklist</i> at least annually by the Health and Safety Representative. Staff members working from a home office must conduct this inspection themselves and send their report to the Health and Safety Representative. Delivery sites will be inspected by the Trainer/Assessor prior to commencing delivery to ensure it is a suitable site. Outcomes of the inspections will be reported to the CEO. Any hazards identified will be treated according to the below section on hazard control and risk identification. 	Campus and Compliance Manager Trainer/Assessor

5.2 Incident reporting

Procedure	Responsibility
<i>Workplace incidents</i> <ul style="list-style-type: none"> If an incident occurs in the workplace where there is an injury, an <i>Critical Incident form</i> must be filled in. In case of injury or risk of injury, the first person in attendance to a workplace injury should immediately call for help, seeking assistance from the Campus/Compliance Manager and an ambulance where needed. <i>Critical Incident Forms</i> will be used as the basis of an investigation into the incident, if required. All incidents should also be logged on the <i>Critical Incident Register</i>. All incidents are to be assessed for hazards that may lead to the incident recurring. 	Staff and/or students Campus and Compliance Manager

5.3 Risk assessment and hazard control

Procedure	Responsibility
A. Identify and report hazards <ul style="list-style-type: none"> All staff have a responsibility to report hazards in the workplace as they are identified. Students are also asked to report hazards that they notice. All hazards must be reported using the <i>Hazard Identification Form</i>. All reported hazards are to be recorded on the <i>Hazard Identification Register</i>. 	All staff Campus and Compliance Manager
B. Risk assessment <ul style="list-style-type: none"> For all hazards identified, a risk assessment will be conducted to determine the likelihood of someone being exposed to the hazard and the impact of this exposure. The risk assessment is conducted to determine: <ul style="list-style-type: none"> How severe a risk is Whether existing control measures are effective What action should be taken to control the risk How urgently the action needs to be taken. 	Campus and Compliance Manager

Safety and Security Policy and Procedure

Procedure	Responsibility
<ul style="list-style-type: none"> • Review the information available about the hazard including any available information (including hazard reports, WHS legislation, Australian Standards, code of practice and personal experience). • In considering the risk, use the Risk Rating Matrix (see below) to determine: <ul style="list-style-type: none"> – Likelihood – Consequences – Risk Level Rating – Critical, Major, Moderate, Minor, Insignificant 	
<p>C. Control risks and hazards</p> <ul style="list-style-type: none"> • Hazards should be dealt with in order of priority. Use the Hierarchy of Controls chart (see below) to determine hazard control options. This determines the most effective controls. Risk control measures should always aim as high in the hierarchy as practicable. • Urgent action is required for risks assessed as Critical or High Risk. This may include: <ul style="list-style-type: none"> – Cessation of work, process or activity – Isolation of the hazard until a permanent solution is determined. • All hazards must be controlled to ensure staff and students are not injured, do not become ill and there is no damage to property and equipment. • Risks identified through this process must be recorded on the <i>Risk Management Plan</i>. • Hazards and their controls must be recorded on the <i>Hazard Register</i>. 	Campus and Compliance Manager

Safety and Security Policy and Procedure

Appendices

1. Risk rating matrix

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost certain
Consequences	Catastrophic	Moderate	Moderate	High	Critical	Critical
	Major	Low	Moderate	Moderate	High	Critical
	Moderate	Low	Moderate	Moderate	Moderate	High
	Minor	Very Low	Low	Moderate	Moderate	Moderate
	Insignificant	Very Low	Very Low	Low	Low	Moderate

Source: <http://www.worksafe.act.gov.au/page/view/1039#3>.

2. Hierarchy of Controls

1	Eliminate the hazards – remove it completely from the workplace	If this isn't practical then...
2	Substitute the hazard – with a safer alternative	If this isn't practical then...
3	Isolate the hazard – as much as possible away from staff/students	If this isn't practical then...
4	Use engineering controls – adapt tools or equipment to reduce the risk	If this isn't practical then...
5	Use administrative controls – change work practices and organisation	If this isn't practical then...
6	Use Personal Protective Equipment (PPE) – this should be the last option after you have considered all the other options for your workplace	If this isn't practical then...

Source: <http://www.worksafe.act.gov.au/page/view/1039#3>.

6 Della International College Responsibilities

The Campus/Compliance Manager and CEO is responsible for ensuring compliance with this policy.

7 Access & Equity

The DIC Access & Equity Policy applies. (See Access & Equity Policy)

8 Records Management

All Safety and Security related documentation is recorded and maintained in accordance with records management processes (See Records Management Policy).

9 RESPONSIBILITIES

Compliance, monitoring and review

Created: November 2016
Modified: March 2021
Review Date: March 2022

Document Owner: CM
Version: 1.0
Page 5 of 6

Safety and Security Policy and Procedure

9.1 All safety and security practices are monitored by the Campus/Compliance Manager and areas for improvement identified and acted upon.

10 RELATED LEGISLATION AND DOCUMENTS

Standards for RTO 20-15 Clause 8.5

8.5. The RTO complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations.

11 FEEDBACK

11.1 College staff and students may provide feedback about this document by emailing compliance@dellainternational.edu.au

Approval	Details
Approval Authority	CEO
Administrator	Compliance Manager
Version	1.0

Approval and Amendment History	Details of Approving Authority	Date of Approval
Original Approval Authority and Date	CEO	12/03/2021
Amendment Authority and Date	Compliance Manager	12/03/2021