



## Procedure Information

<b>Procedure Name:</b>	Occupational Health and Safety Policy & Procedure
<b>Procedure Pathway:</b>	<i>G:shared/human.resource/OH&amp;Spolicy.</i>
<b>Current Version:</b>	V2. 2014
<b>Next Revision Date:</b>	V3. 2015
<b>Purpose:</b>	This policy recognises that the health and safety of all staff, students and visitors is the organisational responsibility of Technical Advanced Training.
<b>Scope:</b>	This policy applies to all Technical Advanced Training staff and students.
<b>Procedure Owner:</b>	CEO - TECHNICAL ADVANCEED TRAINING
<b>Procedure Author:</b>	Aydin Tat
<b>Policy Reference(s):</b>	VRQA guideline 4 - Occupational Health and Safety Act, 2004

## Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
2014 march	final	Review and format	Aydin Tat	2

## Glossary of Terms/Definitions

Terms	Definition
<b>Technical Advanced Training Staff and Student Responsibilities</b>	Office staff, trainers/assessors and students: <ul style="list-style-type: none"> <li>• Have a responsibility to comply with all occupational health and safety procedures</li> <li>• Must take reasonable care of themselves and others on the premises</li> <li>• Must not interfere with or misuse items or facilities provided in the interest of health and safety</li> <li>• Must report any incidents, actual or potential hazards and "near misses" to the Training Manager.</li> </ul>
<b>Technical Advanced Training Chief Executive Officer Responsibilities</b>	The CEO has ultimate responsibility for the implementation and maintenance of this policy.



## Procedure Measures

Procedure Measures	Target
Provide awareness and new organisational charts OH&S	2014
Maintain safety for students	On-going

## Distribution

- Technical Advanced Training CEO
- Technical Advanced Training Directors
- Required Technical Advanced Training Staff

### 4. Student Learning Outcomes and Welfare Services

These measures have been designed to ensure that students are provided with better support services and have better experiences living, studying and working in Victoria.

#### 4.4 Providers must indicate the measures they intend to take to address matters of student safety

Required evidence for registration of all RTOs

All providers must give a general overview of student safety issues considered and the proposed measures to be taken to address these issues

Providers operating after 1800 hours, or at weekends, or with facilities that are located in industrial areas or remote from built up areas or further than 500 metres from regular scheduled public transport, or with substantial gardens and car parking areas must:

- detail the security /safety measures to be taken to maximise student security and safety in attending and in travelling to/from the provider's premises
- demonstrate that information about the security/safety measures is available to students prior to and after enrolment.



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## Procedure Instructions

No.	Activity	Responsibility	Supporting Documents
1.	Technical Advanced Training will provide and maintain safe equipment and materials.	CEO & Training Manager & All staff	Risk management plan, and training G:shared/human.resource/OH&S
2.	Staff and students will be trained in the safe use, handling and storage of equipment and materials.		Documentation for reporting incidents, recording issues
3.	Technical Advanced Training will provide adequate information regarding hazards and risks within the premises.		Signage, induction
4.	The Training Manager will consult regularly with staff regarding the development, implementation and review of health and safety issues.		Feedback forms
5.	Technical Advanced Training will ensure the training premises are of adequate size and have adequate heating, ventilation, cooling and lighting.		Policy & procedures
6.	The Technical Advanced Training Chief Executive Officer will be the person responsible for the implementation and maintenance of the policy.		training