ABS Policy Document

100. Management of RTO
150. Governance

152 Work, Health and Safety
Effective Date: 19th March 2015
Revision Date: 31st March 2016
Approved by: Nicolaas Bagijn

1. Policy Statement

The Australian Business School is committed to taking reasonable care of the health and safety of its students, staff and visitors, and will comply with all relevant Work, Health and Safety Legislation and Regulations.

The Australian Business School will maintain safety by:

- Providing and maintaining equipment and systems of work that are safe and without risk to the health of everyone;
- Making arrangement for ensuring the safe use, transport and storing of equipment;
- Providing information, instruction, training and supervision necessary to ensure health and safety of students and staff;
- Undertaking suitable consultation with staff on WHS matters;
- Participating in regular emergency evacuation drills and training; and
- Maintaining adequate first aid supplies in compliance with the WHS Act.

2. Purpose

The purpose of this policy is to ensure:

- the safety of students, staff and visitors to the Australian Business School (ABS); and
- Compliance with current WHS/OH&S Acts, Regulations and Codes of Practice

3. Scope

This policy applies to all operations, premises and personnel of The Australian Business School including visitors.
4. Definitions

ABS    Australian Business School
Enrolment   Students who enter a contract of training with ABS
eBECAS  ABS’s Student Management System
DoS     Director of Studies
WHS     Work Health & Safety
Course  The qualification that the student is enrolled in
VET     Vocational Education & Training

5. Procedures

1. WHS issues are a standing item at all ABS meetings so that any staff member may express any concerns that they have in relation to WHS and bring them to the attention of the CEO (and /or DoS), who will decide what action is necessary to resolve the issue.

2. A thorough audit of ABS premises will be undertaken annually to identify workplace hazards. The audit report will be presented to a management meeting with recommendations for action to remedy any hazards or risks found.

3. ABS will provide and maintain safe equipment and materials.

4. Staff and students will be trained in emergency evacuation processes.

5. ABS will provide adequate information regarding hazards and risks within the premises and ensure the training premises are of adequate size and have adequate heating, ventilation, cooling and lighting.

6. Any accident which occurs on ABS premises or in the course of ABS’s operations and which causes any injury to any person or damage to ABS premises or equipment is to be recorded on the Accident Report Form and reported to the Chief Executive Officer.

7. The CEO will investigate the accident or incident or delegate another staff member to investigate and complete the report.

8. The CEO will decide if follow-up or corrective action is required, or raise the matter at a Management Meeting and recommend action.
6. Responsibilities

6.1 CEO
• The Chief Executive Officer is responsible for implementing this policy.

6.2 DoS VET
• Implement, monitor and document the WHS process including emergency management awareness;
• In consultation with ABS management and staff, review effectiveness of this policy & procedure and make improvements were necessary.
• Ensure all staff and students are aware of this policy.

6.3 Staff and students
• All staff are responsible for assisting in the effective implementation of this policy occupational health and safety measures.

7. Documentation

7.1 Accident Report Form
7.2 Risk Management Policy
(7.1 and 7.2 available at ℘ Network ℘ TABS-SERVER ℘ abs 2013 ℘ 2015 ABS Policies)
8. Flowchart

**ABS CEO**

- CEO or delegate will investigate the accident or incident

**DoS**

- WHS issues are a standing item at all ABS meetings
- Decide what action is necessary to resolve the issue or review action taken
- Rectified locally or escalated to Landlord
- Staff and students will be trained in emergency evacuation processes on induction

**STAFF & STUDENTS**

- Staff member express any concerns that they have in relation to WHS
- Audit of ABS premises will be undertaken at least annually; done as exercise in Cert IV Business WHS subject also
- Ensure Accident Report Form is completed if there is an accident, injury or near miss.