VE-HRP03 WORK HEALTH AND SAFETY POLICY AND PROCEDURE

Abbreviations:

Apex or Apex Australia	Apex Australia Vocational Education
CEO	Chief Executive Officer
SSO	Student Services Officer
WHS	Work Health and Safety

1. Purpose

1.1. This policy and procedure outlines the approach taken by Apex Australia Vocational Education (Apex) to ensure a safe, compliant and healthy environment for staff, students, members of governing bodies (both internal and external) and visitors during their participation in work and learning activities with Apex.

1.2. The policy also ensures compliance with Standard 6 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

1.3. The Work Health and Safety Act 2011 and Regulations 2011 prescribes the employers duty of care is to provide a safe and healthy working environment for all employees, and the employee's duty of care to take reasonable care for the health and safety of others within the work place.

1.3.1. Apex is committed to ensure the health and safety of its employees, students, contractors and visitors by removing, reducing or minimising the risks to health and safety, so far as is reasonably practicable as per the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011.

2. Policy Statements

2.1. Through this policy and procedure, Apex meets the requirements of the Work Health and Safety Act 2011 (Cth), Workplace Injury Management and Workers Compensation Act 1998 (NSW) and Workers Compensation Act 1987 (NSW).

2.2. The Work Health and Safety Act 2011 and Regulations 2011 prescribes the employers' duty of care is to provide a safe and healthy working environment for all employees, and the employee's duty of care to take reasonable care for the health and safety of others within the work place.

2.3. Apex 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, with appropriate security arrangements in place at its campus.

2.4. 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.

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

2.6. 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.

2.7. All staff and visitors are required to adhere to Apex's access to premises procedures.

2.8. Students are informed of persons who may access the premises so as to maximise their safety.

2.9. Apex will continually improve its health and safety monitoring system with clear reporting lines and reporting scope.

2.10. Apex will comply with all relevant health and safety legislative requirements.

2.11. All staff and students are expected to immediately report any incidents that occur at work or during learning that impact on an individual's health or safety.

2.12. All staff, students and other individuals are required to report any hazards and safety incidents as soon as they become aware of them.

2.12.1. Apex will take immediate actions to respond to incidents, asses risks and control hazards where applicable.

2.13. All work and training environments will be routinely inspected to identify safety risks, hazards and identify areas for improvement.

2.14. Apex 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.

2.15. Personal Safety and Security:

2.15.1. Students may access support at Apex for issues including when they face any circumstances that may affect their academic or personal life.

2.15.2. Where the SSO believes that further support may be required, a referral to an appropriate support service will be organised.

2.16. Apex's records of its workplace hazards, risks and workplace injuries will be accurately maintained at all times.

2.17. The CEO is accountable for ensuring the principles of this Policy are implemented across Apex campus.

2.18. The Student Services Officer (SSO) will assist the CEO to carry out these responsibilities.

3. Procedure

3.1. The following procedures and standards must be observed to achieve a safe working and learning environment:

3.1.1. Maintain a safe, clean and efficient, working environment.

3.1.2. Implement procedures and practices, in a variety of situation, in accordance with state and local government health regulations.

3.1.3. Store and dispose of waste according to health regulations.

3.1.4. Store, clean and disinfect linen in line with local health regulations.

3.1.5. Clean walls, floor and working surfaces to meet health and safety standards without causing damage.

3.1.6. Check all equipment for maintenance requirements.

3.1.7. Refer equipment for repair as required.

3.1.8. Store equipment safely.

3.1.9. Identify fire hazards and take precautions to prevent fire.

3.1.10. Safe lifting and carrying techniques maintained.

3.1.11. Ensure student safety at all times.

3.1.12. Ensure procedures for operator safety are followed at all times.

3.1.13. All unsafe situations recognised and reported.

3.1.14. Implement regular fire drills and provide first aid to all staff and students if needed.

3.1.15. Display first aid and safety procedures for all staff and students to see, and

3.1.16. Report any identified occupational health and safety hazard to the appropriate staff member as required.

3.1.17. All workers, contractors, students & visitors must comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment.

3.2. Apex will inform its students at the time of orientation how Apex ensures to provide its students a safe environment on campus. This includes information that:

3.2.1. Apex carries out annual workplace/ delivery site inspections.

3.2.2. Apex records access of all staff and visitors who are present at the campus.

3.2.3. Apex trains its Student Services Officers what to do in case there is a critical incident or hazard on campus.

3.2.4. Apex trains its Student Services Officers on risk assessment and hazard control.

3.3. Apex will inform its staff at the time of induction how Apex ensures to provide its staff a safe environment on campus.

4. Access to premises and student safety

4.1. To enable students to understand that their safety will be protected at all times, all students are to be informed during Orientation that:

4.1.1. Each staff member must sign in when entering the workplace and sign out when leaving for the day.

4.1.2. Visitors must be signed in using the register and be provided with a visitors pass.

5. Workplace incidents reporting

5.1. If an incident occurs in the workplace where there is an injury, an Injury Incident Report must be filled in.

5.2. In case of injury or risk of injury, the first person in attendance to a workplace injury should immediately call for help, seek assistance from the Student Services Officer present at that time and an ambulance where needed.

5.3. Injury Incident Reports will be used as the basis of an investigation into the incident, if required.

5.4. All incidents should also be logged on the Injury Incidents Register.

5.5. The Student Services Officer will assess all incidents for hazards that may lead to the incident recurring.

6. Risk Assessment and Hazard Identification

6.1. Apex will ensure that it will undertake ongoing comprehensive hazard identification and risk assessment of all its operations including its premises.

6.2. Hazard identification, risk assessment and elimination and control implementation will be undertaken at the beginning of each term by the RTO Manager to ensure that:

6.2.1. Any foreseeable hazards that may arise in the workplace can be identified.

6.2.2. The risk of harm arising from identified hazards can be assessed.

6.3. Identify and report hazards

6.3.1. 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 to SSO in person or via email who will inform the CEO of the hazard.

6.3.2. All hazards must be reported to SSO using the Hazard Identification Report.

6.3.3. All reported hazards are to be recorded on the Hazard Register by the SSO.

7. Risk assessment

7.1. The SSO will conduct risk assessment:

7.1.1. 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.

7.1.2. The risk assessment is conducted to determine:

7.1.2.1. The severity of the Risk.

7.1.2.2. Whether existing control measures are effective.

7.1.2.3. What action should be taken to control the risk/s.

7.1.2.4. How urgently the action needs to be taken.

7.1.3. Review the information available about the hazard including any available information:

7.1.3.1. Hazard reports,

7.1.3.2. WHS Legislation,

7.1.3.3. Australian Standards,

7.1.3.4. Code of practice, and

7.1.3.5. Personal experience.

7.1.4. In considering the risk, use the Risk Rating Matrix (see below) to determine:

7.1.4.1. Likelihood.

7.1.4.2. Consequences.

7.1.4.3. Risk Level Rating:

- Critical,
- Major,
- Moderate,
- Minor,
- Insignificant.

8. Control risks and hazards

8.1. 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.

8.2. The SSO will take urgent action for risks assessed as Critical or High Risk. This may include:

8.2.1. Cessation of work, process or activity

8.2.2. Isolation of the hazard until a permanent solution is determined.

8.3. The SSO will control all hazards to ensure staff and students are not injured, do not become ill and there is no damage to property and equipment.

8.4. Risks identified through this process must be recorded on the Risk Management Register by the SSO.

8.5. Hazards and their controls must be recorded on the Hazard Register.

8.6. Hazards can be eliminated where possible, or if this is not reasonably practicable, safety controls can be implemented to reduce the risk to as low as reasonably practicable;

8.7. Apex will conduct workplace health and safety inspections on a quarterly basis.

9. Responsibility

9.1. CEO

9.2. RTO Manager

9.3. All staff

9.4. All students

9.5. All Contractors

9.6. All Visitors

10. Related Legislation and Websites

- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
- Department of Home Affairs
- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standard 6
- Occupational Health and Safety Act 2004 (VIC)
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011

11. Related documents

- Code of Practice
- Complaint and Appeal Handling Policy and Procedure
- Critical Incident Management Policy and Procedure

12. Document Control

Document Name	Work Health and Safety Policy and Procedure		
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Approved By	CEO	**Date Approved**	June 2019, October 2023, February 2024
CEO Name	Livleen Sodhi		

Revision History				
Version	Date of Changes	Change Summary	Author	Review Due
V4.0	June 2019	New Document	CEO	June 2021
V5.0	October 2023	Reviewed to ensure information is up to date	Academic Manager	October 2025
V5.1	February 2024	Reformat document, update legislation links, and update document control table.	Senior Compliance and Risk Manager	February 2026
V5.2	February 2026	Minor document changes	RTO Manager	February 2027

Organisation	Apex Australia Vocational Education
Document Controller	RTO Manager

APPENDICES

Appendix 1: Risk Rating Matrix

Risk rating matrix

	CONSEQUENCE				
LIKELIHOOD	**1 – INSIGNIFICANT**	**2 – MINOR**	**3 – MODERATE**	**4 – MAJOR**	**5 – CRITICAL**
E – RARE	**MINIMAL**	**LOW**	**LOW**	**MEDIUM**	**MEDIUM**
D – UNLIKELY	**LOW**	**LOW**	**MEDIUM**	**MEDIUM**	**HIGH**
C – POSSIBLE	**LOW**	**MEDIUM**	**MEDIUM**	**HIGH**	**HIGH**
B – LIKELY	**LOW**	**MEDIUM**	**HIGH**	**HIGH**	**EXTREME**
A – ALMOST CERTAIN	**MEDIUM**	**MEDIUM**	**HIGH**	**EXTREME**	**EXTREME**

Risk Matrix Ratings				Assessed Risk Rating and Action	
Likelihood		**Consequence**		**Risk Rating**	**Action**
Rare – 1		Insignificant – 1		Minimal Risk (1)	Maintain existing measures.
Unlikely – 2		Minor – 2		Low Risk (2 – 4)	Review control measures.
Possible – 3		Moderate – 3		Medium Risk (5 – 9)	Improve control measures.
Likely – 4		Major – 4		High Risk (10 – 16)	Improve control measures immediately. Consider stopping until risk reduced.
Almost Certain – 5		Critical – 5		Extreme Risk (20 – 25)	Stop until risk reduced.

Hierarchy of Controls

1	Eliminate the hazards – remove it completely from the workplace.	**Extreme Risk -** The event is not to continue until such time as the risk rating drops down to a 'high risk' with approval from the Board of Directors.
2	Substitute the hazard – with a safer alternative.	**High Risk -** The event should be bought to the attention of the Quality and Risk Management Committee. It may be necessary to engage with a professional advisor with a view to re-examine the risk and approval sought by the Board of Directors to continue as 'high risk'.
3	Isolate the hazard – as much as possible away from staff/students.	**Medium Risk -** If the risk rating is medium a review is necessary and a review of control measures to bring the risk back down to low. If control measures are already applied and the risk is still medium, approval is to be sought by the Risk and Review Committee to continue the action.
4	Use engineering controls – adapt tools or equipment to reduce the risk.	**Low Risk -** Even if the risk is low, there may be measures that can be taken to bring the risk rating back down to minimal.
5	Use administrative controls – change work practices and organisation.	**Minimal Risk -** Accept the risk and continue current routine management.
6	Use Personal Protective Equipment (PPE) – this should be the last option after you have considered all the other options for your workplace.	