# Policy and Procedures

## POLICY: HAZARD REPORTING

<table>
<thead>
<tr>
<th>NVR Ref:</th>
<th>Standard 2</th>
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<tr>
<td>MCC Ref:</td>
<td>MCC-2- H1</td>
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### Aim
To minimise potential hazards and risks through hazard identification, staff training and internal risk assessments.

### Principles
The principles of this Policy cover all events or situations causing property damage, injury, non-injury, ill health or financial loss. Hazards will be identified, eliminated or substituted, and measures drawn up to assist in achieving a safe environment for all staff, students and visitors to the Institute.

### Objectives
In accordance with these principles, the objectives of the Policy are to ensure:

- the Institute has a system to report observed potential hazards and the documenting of incidents that will enable the CEO to address problems as soon as practicable;
- Hazard assessment is undertaken annually;
- all staff are educated to a level so that they can identify and report hazards on a daily basis;
- The CEO acts any hazard brought to their attention;
- The CEO has overall responsibility for ensuring that hazards are identified, assessed, remedied, and re-evaluated according to continuous improvement principles;
- Positions that require Personal Protection Equipment (PPE) will be identified, and requirements will be specified in the Position Descriptions of staff members who are affected.

### Implementation
The Hazard Reporting Policy will be implemented through the Quality System and audited through Procedures.
VERSION CONTROL

Review/ amendment history

Policy Approved by:  Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: July 2016

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<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Details</th>
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<tbody>
<tr>
<td>1.0</td>
<td>July 2014</td>
<td>Policy issued</td>
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<tr>
<td>2.0</td>
<td>Dec 2014</td>
<td>Updated to reflect Standards for Registered Training Organisations (RTOs) 2015</td>
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<tr>
<td>3.0</td>
<td>April 2015</td>
<td>Updated to reflect VTG contract, additions to scope</td>
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