**PROCEDURE:** OCCUPATIONAL HEALTH AND SAFETY AT EXTERNAL TRAINING FACILITIES

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<tr>
<th>NVR Ref:</th>
<th>Standard 2</th>
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<td>MCC Ref:</td>
<td>MCC-3-O 2</td>
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**Purpose**

To ensure that all training programs are conducted in a location that conforms to legislative requirements for Occupational Health & Safety.

**Scope**

This procedure addresses the conduct of both formal and informal training sessions where any one or more students is involved and includes any situation where training occurs.

**Responsibilities**

The CEO will be responsible for authorising training to be conducted at any location.

All personnel working for the Institute in any capacity will consider the health and safety of themselves and others and show duty of care.

**Action/Method**

1. At the commencement of a contract involving the use of external training facilities, a letter will be forwarded to the owner requesting Occupational Health & Safety Certificate information.

2. The CEO will keep a record of the certificate number on file.

3. Training will only be conducted at an approved location that conforms to current Occupational Health & Safety Certification and to the minimum Physical Resource Standards.

4. All personnel will show duty of care when conducting training.

**REFERENCES**

- Memorandum of Agreement – Trainers
- Records Management, Maintenance and Security (Policy and Procedure)
VERSION CONTROL
Review/ amendment history

Policy Approved by: Chief Executive Officer
Responsible Officer: Chief Executive Officer
Next Policy Review Date: July 2017

<table>
<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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<td>3.0</td>
<td>April 2016</td>
<td>No material changes</td>
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