

<b>PROCEDURE:</b>		<b>OCCUPATIONAL HEALTH AND SAFETY AT EXTERNAL TRAINING FACILITIES</b>
<b>NVR Ref:</b>	<b>Standard 2</b>	
<b>MCC Ref:</b>	<b>MCC-3-O 2</b>	
<b>Purpose</b>	To ensure that all training programs are conducted in a location that conforms to legislative requirements for Occupational Health & Safety.	
<b>Scope</b>	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.	
<b>Responsibilities</b>	<p>The CEO will be responsible for authorising training to be conducted at any location.</p> <p>All personnel working for the Institute in any capacity will consider the health and safety of themselves and others and show duty of care.</p>	
<b>Action/Method</b>	<ol style="list-style-type: none"> <li>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 &amp; Safety Certificate information.</li> <li>2. The CEO will keep a record of the certificate number on file.</li> <li>3. Training will only be conducted at an approved location that conforms to current Occupational Health &amp; Safety Certification and to the minimum Physical Resource Standards.</li> <li>4. All personnel will show duty of care when conducting training.</li> </ol> <p><b>REFERENCES</b></p> <ul style="list-style-type: none"> <li>• Memorandum of Agreement – Trainers</li> <li>• Records Management, Maintenance and Security (Policy and Procedure)</li> </ul>	

**VERSION CONTROL  
Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2017

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2016	No material changes