

| POLICY: | HAZARD REPORTING |
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| NVR Ref: | Standard 2 |
| MCC Ref: | MCC-2- H1 |
| 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 | <p>In accordance with these principles, the objectives of the Policy are to ensure:</p> <ul style="list-style-type: none"> • 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 actions 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 2018

| Version | Date | Details |
|----------------|-------------|--|
| 1.0 | July 2014 | Policy issued |
| 2.0 | Dec 2014 | Updated to reflect Standards for Registered Training Organisations (RTOs) 2015 |
| 3.0 | July 2015 | No material change |
| 4.0 | July 2016 | No material change |
| 5.0 | June 2017 | No material change |