

POLICY: OCCUPATIONAL HEALTH & SAFETY	
NVR Ref:	Standard 2
MCC Ref:	MCC-3-O 1
Policy	<p>The Victorian Occupational Health and Safety Act 2004 describes the Institute's duty of care 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 workplace. This includes the provision of:</p> <ul style="list-style-type: none"> • a workplace that is safe to work in, with working procedures that are safe to use; • adequate staff training including topics such as safe work procedures, infection control procedures and appropriate hygiene; • properly maintained facilities and equipment, including the provision of personal protective equipment such as gloves, eye protection and sharps containers; • a clean and suitably designed workplace with the safe storage of goods such as chemicals.

PROCEDURE:	OCCUPATIONAL HEALTH AND SAFETY
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Action/Method	<p>The following procedures and standards must be observed to achieve a safe working and learning environment:</p> <ul style="list-style-type: none"> • maintain a safe, clean and efficient, working environment • implement procedures and practices, in a variety of situations, in accordance with State and Local Government Health regulations • store and dispose of waste according to health regulations • clean walls, floor and working surfaces to meet health and safety standards without causing damage • check all equipment for maintenance requirements • refer equipment for repair as required • store equipment safely • identify fire hazards and take precautions to prevent fire • safe lifting and carrying techniques maintained • ensure participant safety at all times • ensure procedures for operator safety are followed at all times • all unsafe situations recognised and reported • implement regular fire drills and provide first aid courses to all staff and participants • display first aid and safety procedures for all staff and participants to see • report any identified Occupational Health and Safety hazard to the appropriate staff member as required.

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