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## STUDENT HANDBOOK

### Section 12 – ALG Work Health & Safety

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ALG is committed to provide and maintain, as far as is reasonably practicable, an environment that is without risks to the health and safety of members of the ALG community. All students and staff members must accept their responsibilities under the Work Health and Safety Act 2011 (NSW), Work Health and Safety Act 2011 (QLD), Occupational Health and Safety Act 2004 (Victoria) and the Occupational Health and Safety Act 1984 (WA) (as applicable to their state) by following ALG policies and acting in a way that prevents harm to themselves and others.

ALG ensures its compliance with the Work Health and Safety Act 2011 (NSW), Work Health and Safety Act 2011 (NSW), Occupational Health and Safety Act 2004 (Victoria) and the Occupational Health and Safety Act 1984 (WA) by:

- Providing statements on the ALG's abidance by WHS/OHS Legislation in the ALG Student Handbook, staff HR Policy & Procedure Manual, staff induction process, on the website and by ensuring electronic access to the legislation is available at ALG at all times.
- Ensuring the procedures for reporting safety risks are provided to students and workers in the ALG Student Handbook and staff HR Policy & Procedure Manual.
- Providing relevant students and workers with a copy of the School's Student Clinic Health and Safety Guidelines.
- Formally briefing workers during the induction process of their responsibilities to monitor and report any WHS risks in line with relevant legislation.
- Having an external WHS consultant audit the premises and implement changes to ensure its conformity to best practice in this area. The consultant also provided a checklist to allow the compliance committee to review WHS on a regular basis.
- Keeping accurate and current registers of all WorkCover claims, accidents and injuries.
- Informing all students and staff members of evacuation and emergency plans.
- Keeping a first aid kit on the premises in a safe yet easily accessible location.
- Ensuring that the Workers Compensation Insurance policy is current.
- Investigating in a prompt, confidential and impartial way, any breaches to legislation and ensuring appropriate action is taken in line with state and commonwealth legislation.
- Documenting in their job descriptions that the compliance committee keep abreast of legislative and regulatory requirements which affect ALG and disseminate this information to all other staff.

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#### Responsibilities of ALG

ALG understands and abides by its responsibilities to ensure the health, safety and welfare at work of all workers (employees and contractors), students, visitors and members of the public who may be affected by our work. These responsibilities include but are not limited to:

- Develop and maintain safe systems of work and a safe working environment

- Consult with workers and health and safety representatives on safety
- Having workers' compensation insurance
- Displaying the Workers' Compensation Act in a prominent location
- Supporting rehabilitation programs to assist injured employees
- Reporting all serious incidents as required by law
- Maintaining an incident record register in which details of all injuries are shown
- Registering all workers' compensation claim forms and medical certificates within the required time
- Providing safe premises and a suitable working environment and facilities
- Providing information and training for workers
- Having a risk management system in place
- Observing WHS policy and procedures of relevant partners (e.g. gym partners)

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### Responsibilities of Workers & Students

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace.

Workers and students have the following obligations and responsibilities:

- Following the WHS policies of ALG
- Identifying practices and conditions that could injure workers, clients, members of the public or the environment
- Reporting any accidents immediately
- Behaving in a way that prevents harm to themselves and others
- Not entering ALG premises or engaging in ALG endorsed activities whilst under the influence of non-prescription drugs or alcohol
- Refraining from entering ALG premises or engaging in ALG endorsed activities whilst suffering from illness
- Obtaining medical certificates whenever possible or when required
- Keeping copies of all forms and certificates

Clinic Health and Safety guidelines are provided to relevant students before they attend student clinics. Provision of guidelines is via course material and publication on relevant website. Refer to ALG Student Handbook Part A4 for references to the guidelines.

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### Manual Task Policy

It is ALG's policy to provide all workers and students with a safe and healthy workplace by identifying, assessing and controlling manual task risks.

While management is responsible for the health, safety and welfare of all workers and students, all workers and students must report potential and actual manual task hazards.

Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

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### **Non-Smoking Policy**

ALG has a non-smoking policy. Smoking is not permitted on ALG property or in offices at any time.

### **Alcohol & Drugs Policy**

ALG is concerned by factors affecting a worker's and student's ability to safely and effectively do their work to a satisfactory standard. The business recognises alcohol or other drug abuse is a work health and safety risk.

ALG will do its utmost to create and maintain a safe, healthy and productive workplace for all workers and students. ALG has a zero tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business partner related premises (e.g. gyms) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

ALG does not tolerate attending ALG premises under the influence of alcohol. This may result in performance improvement action or dismissal.

ALG, at times, makes alcohol available to workers and students over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the staff. Driving over the legal limit or under the influence of illicit drugs is illegal.

### **ALG Incident Policy & Procedure**

#### **Purpose**

To ensure compliance with National Code 2018 (Standard 6), Australian Learning Group's (ALG) policies and regulatory requirements relating to the reporting, investigation and correction of incidents.

To collect accurate data for incident and injury prevention.

#### **Scope**

The following procedure applies to incidents related to any worker (employee and contractor), student or visitor of the Australian Learning Group:

- whilst present in any building or facility or on any ground owned, occupied or managed by the Australian Learning Group; or
- in the course of, or as a result of, any occupational, educational, commercial, or Australian Learning Group-endorsed activity, whatever its location.

## Definitions

**Incident:** means any unplanned event within the scope of this procedure that causes, or has the potential to cause, an injury or illness and/or damage to equipment, buildings, plant or the natural environment. Incidents range from near-miss incidents to serious incidents and emergencies.

**Serious Incident:** means an incident which results in:

- the death of any person; or
- a person requiring medical treatment within 48 hours of being exposed to a substance; or
- a person requiring immediate hospital treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for:
  - amputation;
  - serious head injury;
  - serious eye injury;
  - separation of skin from underlying tissue (for example de-gloving or scalping);
  - electric shock;
  - spinal injury;
  - loss of bodily function; or
  - serious laceration.
- It also includes dangerous occurrences which seriously endanger the lives or the health and safety of people in the immediate vicinity. Such dangerous occurrences include:
  - collapse of a building or structure;
  - implosion, explosion or fire;
  - escape, spillage or leakage of substances.

**Injury or illness:** covers any injury or illness incurred by any person whilst present on grounds of the Australian Learning Group, and any illness which is thought to be in some way related to the Australian Learning Group. It includes the recurrence or aggravation of any pre-existing injury or illness.

**Very Minor Injury or Illness:** means an injury or illness that only causes discomfort or short-term pain, has no lasting effect, has no foreseeable potential to worsen, and was caused by trivial and isolated causes. Typical examples include paper cuts, small bumps and bruises, minor scratches, temporary headaches or indispositions.

**ALG Contact:** means any employee of the Australian Learning Group who organises or supervises the presence of contractors or visitors on Australian Learning Group grounds.

**Person Conducting a Business or Undertaking (PCBU) – Owner/Director of ALG**

**PROCEDURE – Incident**

Employees, students, contractors and visitors must report all incidents (as defined) as soon as possible.

If there is an incident on ALG premises or during an ALG endorsed activity, the following procedure is to be followed:

	<b>Action</b>	<b>Person Responsible for Action</b>
1	Apply first aid if required	Nearest First Aider
2	Verbally report incident to ALG	Affected person & ALG Staff member  Reporting Lines: <ul style="list-style-type: none"> <li>• Employees report to Manager or WHS Contact Officer</li> <li>• Contractors, students &amp; visitors report to ALG Contact</li> <li>• Students report to Trainers/Assessors</li> </ul>
3	Complete and submit a <i>Critical Incident &amp; WHS Incident Report</i> form within <b>48 hours of incident</b>  <i>Note: the original, hard-copy report must be sent with all required signatures. Unsigned documents, copies and emailed attachments are not acceptable</i>	Preferably Affected Person. If not, ALG Staff member  WHS Contact Officer ensures completed form collected
4	Log incident in the electronic ALG OHS Incident Log	WHS Contact Officer
5	Investigate circumstances & contributing factors of incident & recommend corrective actions	PCBU, Managers and WHS Contact Officer
6	Endorse proposed corrective actions. Sign <i>Critical Incident &amp; WHS Incident Report</i>	PCBU, Managers and WHS Contact Officer
7	Electronically File <i>Critical Incident &amp; WHS Incident Report</i> within 5 working days of initial verbal report	WHS Contact Officer
8	Send Copy of Report to the affected person	WHS Contact Officer

**PROCEDURE – Serious Incident**

If there is a serious incident, the following procedure must be followed:

	<b>Action</b>	<b>Person Responsible for Action</b>
1	Apply first aid & call ambulance	ALG Staff, nearest First Aider, bystanders
2	Verbally report incident to ALG Management & PCBU*  *If outside of business hours or if ALG management team can not be contacted, every effort should be made to contact PCBU	Affected person and/or ALG Staff member  Reporting Lines: <ul style="list-style-type: none"> <li>• Employees report to their Manager or WHS Contact Officer</li> <li>• Contractors, students &amp; visitors report to ALG Contact</li> <li>• Students report to their Trainers/Assessors</li> <li>• Managers report to PCBU</li> </ul>
3	Complete a <i>Critical Incident &amp; WHS Incident Report</i> form within <b>24 hours of incident</b> <i>Note: the original, hard-copy report must be sent with all required signatures. Unsigned documents, copies and emailed attachments are not acceptable.</i>	Affected Person and/or ALG Staff member  WHS Contact Officer ensures completed form collected
4	Log incident in the electronic ALG OHS Incident Log	ALG Manager or WHS Contact Officer
5	Report serious injury to state WorkCover authority <b>within 48 hours</b> by fastest means available (phone or email): NSW - 131 050 VIC – 132 360 WA – 1300 794 744	PCBU
6	Report serious injury to insurer (where workers' compensation is, or may be, payable) <b>within 48 hours</b>	PCBU
7	Preserve the incident site until an inspector attends site or directs otherwise	PCBU
8	Investigate circumstances & contributing factors of incident & recommend corrective actions	PCBU, Managers and WHS Contact Officer
9	Endorse proposed corrective actions. Sign <i>Critical Incident &amp; WHS Incident Report</i>	PCBU, Managers and WHS Contact Officer
10	Electronically File <i>Critical Incident &amp; WHS Incident Report</i> within 5 working days of initial verbal report	WHS Contact Officer
11	Send Copy of Report to affected person	WHS Contact Officer

**WHS Hazards**

Definition: Near-miss Incidents with potential to be serious

**PROCEDURE – WHS Hazard**

Employees, students, contractors and visitors must report all hazards as soon as possible.

If there is a hazard on ALG premises or during an ALG endorsed activity, the following procedure is to be followed:

	<b>Action</b>	<b>Person Responsible for Action</b>
1	Verbally report hazard to ALG	Affected person and/or ALG Staff member  Reporting Lines: <ul style="list-style-type: none"> <li>• Employees report to Manager or WHS Contact Officer</li> <li>• Contractors, students &amp; visitors report to ALG Contact</li> <li>• Students report to Trainers/Assessors</li> </ul>
2	Complete and submit a <i>WHS Hazard Report</i> form within <b>48 hours</b> of incident  <i>Note: the original, hard-copy report must be sent with all required signatures. Unsigned documents, copies and emailed attachments are not acceptable</i>	Preferably Affected Person. If not, ALG Staff member  WHS Contact Officer ensures completed form collected
3	Log incident in the electronic ALG OHS Incident Log	WHS Contact Officer
4	Investigate circumstances & contributing factors of hazard & recommend corrective actions	WHS Contact Officer
5	Endorse proposed corrective actions. Sign <i>WHS Hazard Form</i>	PCBU, Managers and WHS Contact Officer
6	Electronically File <i>WHS Hazard Form Report</i> within 5 working days of initial verbal report	WHS Contact Officer

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## Responsibilities

All employees, contractors, students and visitors are responsible for the initial report of incidents.

Supervisors, Managers, Australian Learning Group Contacts and Trainers & Assessors are responsible for:

- informing their staff, students, contractors and visitors of the need to report incidents promptly;
- ensuring that *Critical Incident & WHS Incident Report* forms are easily accessible to all their staff; and
- complying with this procedure for incidents reported to them.

General Manager and Directors of Directorates are responsible for reviewing the investigations and corrective actions conducted by their Supervisors and Managers.

The PCBU is responsible for:

- maintaining and updating this procedure as required;
- publicising the existence of this procedure to the Australian Learning Group community;
- developing and delivering the training required by Supervisors, Managers and Australian Learning Group Contacts to fulfil the role assigned to them in this procedure;

The WHS Contact Officer is responsible for:

- assisting Supervisors and Managers in complying with this procedure;
- maintaining the Australian Learning Group's Register of Injuries as required under Workers Compensation legislation;
- assisting the PCBU in the investigation of serious incidents; and
- maintaining the records required by legislation in relation to serious incidents.

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## Work Health & Safety Consultation Policy

### Purpose

The purpose of this document is to formalise ALG's policy on Work Health and Safety Consultation

### Overview

The health and safety of its staff, students, contractors and visitors is of paramount importance to Australian Learning Group. This policy outlines Australian Learning Group's approach to consultation regarding Work Health and Safety (WHS) and its commitment to the principles and practices of consultation included in the Work Health and Safety Act (NSW) 2011 and Safe Work Australia's NSW Code Of Practice: Draft How to Consult on Work Health and Safety (December 2011)



## Scope

This policy applies to all staff, students and contractors of ALG

## Policy

Australian Learning Group is committed to providing a safe and healthy work place for all staff, students, contractors and visitors so far as is reasonably practicable. ALG recognises the penalties for breaches in relation to the Act.

ALG recognises its duties for Consultation under the Act that:

- relevant work health and safety information is shared with workers
- workers are given a reasonable opportunity to express their views and to raise health or safety issues
- workers are given a reasonable opportunity to contribute to the decision-making process relating to the health and safety matter
- the views of workers are taken into account, and
- workers are advised of the outcome of any consultation in a timely manner.

To achieve these goals, ALG will:

- seek, value and incorporate employee and student views into the decision making processes regarding WHS
- encourage staff and students to identify and report all WHS issues and concerns to management
- address WHS issues in a timely manner as they are brought to management's attention
- recognise that dialogue between employees and supervisors at a workgroup level is the most appropriate place to discuss WHS issues and solutions
- consult with staff and contractors regarding changes or modifications specifically but not limited to:
  - the workplace itself
  - systems of work
  - the handling, storage, transportation and use of laundry, oils, office materials, tables and any other items necessary for work
  - the physical structure of buildings in which they work or study, and
  - the working environment
- ensure that information regarding WHS issues is regularly disseminated to staff and students.

The informal arrangements in place for consultation at ALG in terms of WHS are:

- A permanent agenda item on all administration team meetings
- A permanent agenda item on all trainer/assessor team meetings
- A log book documenting WHS related actions for cleaning contractors
- A WHS dropbox in the main office
- Formal hazard and incident reporting mechanisms

- WHS induction for new staff and contractors
- WHS induction and policy in student handbook
- Direct feedback through the WHS Contact Officer
- Email on an ad hoc basis

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### **Compliance and Breaches**

ALG may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).