



PP44 – Workplace Health and Safety Policy

1. Purpose

This policy ensures Austra College maintains a safe, healthy, and compliant learning and working environment for VET students, staff, visitors, and third parties, meeting obligations under relevant workplace health and safety legislation and the Standards for RTOs 2025.

2. Scope

This policy applies to all Austra College staff, students, contractors, visitors, and third-party providers involved in Austra College operations.

3. Definitions

Term	Description
WHS	Work Health and Safety.
Hazard	A source or situation with potential to cause harm.
Risk	The likelihood and consequence of injury or illness.
Incident	Any unplanned event resulting in or with the potential for injury or damage.

4. Policy Statement

Austra College is committed to ensuring that:

- ✚ Hazards are identified and managed through risk assessments and controls.
- ✚ All staff and students are informed of WHS obligations and safe practices.
- ✚ Emergency procedures are in place, communicated, and regularly tested.
- ✚ Incident and injury reporting systems are maintained and reviewed.
- ✚ WHS responsibilities are clearly assigned and monitored.
- ✚ Compliance is maintained with relevant Work Health and Safety Acts across Australian jurisdictions.

5. Legislative and Regulatory References

- ✚ Work Health and Safety Act 2011 (Commonwealth and relevant state/territory legislation)
- ✚ Standards for RTOs 2025 – Outcome Standard 4.3
- ✚ ASQA Guidelines on Risk

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6. Responsibilities

Role	Responsibilities
CEO	Ensures WHS policies and procedures are implemented and compliant.
RTO Manager	Conducts risk assessments, incident reviews, and WHS training audits.
Trainers/Assessors	Communicate safe practices, report hazards, ensure safe environments.
Student Support/Admin	Assist with inductions, maintain registers, support emergency responses.
All Staff and Students	Follow WHS procedures, report hazards and incidents, use PPE.

7. WHS Procedure – Step-by-Step

Step	Action	Responsible Person
1	Conduct regular WHS risk assessments for classrooms, admin areas.	RTO Manager
2	Provide WHS induction to all new staff and students, including emergency protocols.	Admin Officer/ Trainer
3	Post emergency contact info and evacuation diagrams in all areas.	RTO Manager
4	Record incidents/injuries in the Incident Report Form and log into the WHS Register.	RTO Manager
5	Investigate and address hazards or incidents promptly with corrective actions.	RTO Manager/ CEO
6	Conduct and document regular WHS drills (e.g., fire, lockdown).	RTO Manager
7	Review WHS policies and risk management strategies annually or after major incidents.	RTO Manager/ CEO
8	Ensure safe access, lighting, ventilation, and emergency equipment are operational.	RTO Manager
9	Provide specific safety instructions during high-risk activities.	Trainer
10	Apply National Principles for Child Safety when engaging under-18 students.	RTO Manager

8. Related Documents

 WHS Risk Assessment Template

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- ✚ Incident Report Form
- ✚ WHS Register
- ✚ Staff and Student Induction Checklist
- ✚ Emergency Evacuation Plan

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9. Flow chart

Workplace Health and Safety Procedure



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