

Occupational Health and Safety

Policy:

The RTO ensures compliance with Commonwealth State/Territory and regulatory requirements relevant to its operations is integrated into its policies and procedures and compliance is maintained.

The RTO must identify and comply with relevant State or Territory legislation and regulatory requirements relevant to its operations is integrated into its policies and procedures and compliance is maintained.

Procedure:

Berendale School RTO complies with the Department of Education and Early Childhood Development on procedures for dealing with relevant Legislation on:

- OH&S
- Workplace harassment, victimisation and bullying
- Anti-discrimination, including equal opportunity, racial vilification, and disability discrimination
- Vocational education and training and
- Apprenticeships and traineeships

Commitment to a healthy and safe workplace

Berendale School RTO has a commitment to providing a healthy and safe environment for both its staff and clients. Berendale School RTO will ensure that our office premises and any outside venues used will be in meeting with both Federal and State occupational health and safety legislative requirements.

Ensuring a healthy and safe workplace

Berendale School RTO will conduct regular risk assessment inspections of its places of work. These inspections will be documented and appropriate action taken to remedy any existing or possible future health and safety issues. A checklist of possible health and safety issues to be observed will be used as a guideline when conducting OHS inspections.

Accidents in the workplace are required to be reported to the Berendale School RTO CEO and an Accident Report Form completed.

Similarly, any workplace hazards observed by staff of Berendale School RTO will be reported to the CEO and a Hazard Report Form completed.

All newly recruited Berendale School RTO staff, will be provided with a copy of the Berendale School RTO OH&S policy and procedures and be required to adhere to all relevant office and legislative requirements.

Laws and Legislation

Berendale School RTO identifies and complies with relevant State or Territory laws including State/Territory legislation where applicable.

The acts relevant to the operation of Berendale School as an RTO are:

- Workplace Health and Safety Act 1995 – Occupational Health and Safety and workplace harassment, victimization and bullying is also found in the act.
- Vocational Education, Training and Employment Act 2000
- Commission for Children and Young People Act 2000
- The Privacy Act 1998
- The Copyright Act 1968
- The Copyright Amendment (Parallel Importation)2003
- Anti-Discrimination Act 1991
- Human Rights and Equal Opportunity