

# WORK, HEALTH AND SAFETY (WHS) POLICY

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## 1.32. Work, Health and Safety (WHS) / Occupational Health and Safety (OHS) Policy and Procedure

### Policy Content

Aspect	Details
Regulator	Australian Skills Quality Authority (ASQA)
Standards Referenced	
Legislation / Requirements	

### Purpose

This policy outlines the RTO's commitment to creating and sustaining a safe, healthy, and hazard-free environment for all staff, students, contractors, and visitors. It defines the systems, roles, and responsibilities required to comply with Australian WHS/OHS legislation and maintain a culture of safety and wellbeing.

### Objectives

This policy and procedure ensure that:

- WHS/OHS risk management is embedded across all RTO operations.
- All stakeholders are protected from injury, illness, or harm while engaging with the RTO.
- WHS responsibilities are clearly defined, communicated, and implemented.
- Emergency procedures, incident management, and first aid systems are maintained and monitored.
- WHS practices are continuously reviewed to align with legal obligations and evolving risks.

### Scope

This policy applies to:

- All RTO staff, trainers, assessors, students, contractors, and authorised visitors.

- All RTO campuses, training sites, third-party locations, and virtual environments used in delivering services.

### WHS/OHS Commitment Statement

#### The RTO:

- Maintains a duty of care for all stakeholders under its operational control.
- Promotes a safety-first culture through training, consultation, and responsive systems.
- Integrates WHS into all planning, operations, and policy development.
- Audits, monitors, and reviews WHS systems in accordance with AS/NZS ISO 45001 standards.
- Responds promptly to incidents and concerns to mitigate risks.
- Displays WHS policy publicly and ensures awareness through staff and student induction.

### Roles and Responsibilities

Role	Responsibilities
PEO	Provides strategic leadership in WHS compliance, oversight of risk systems, and policy authorisation.
RTO Manager	Implements WHS systems, ensures compliance with OHS Acts, and coordinates audits and reviews.
Manager Compliance	Leads injury management, training, audits, emergency preparedness, and WHS investigations.
Supervisors/Trainers	Maintain safe work environments, monitor staff/student wellbeing, and report hazards or incidents.
All Staff and Students	Follow safe work practices, report risks, cooperate with WHS procedures, and participate in training.

#### 1.32.1. WHS Risk Management System

The RTO implements a WHS risk management system that includes:

- Hazard identification and assessment
- Risk elimination or minimisation through controls
- Incident reporting and investigation
- Safety training and induction
- Annual WHS audits and reviews
- Safe work practices and regular inspections
- Contractor and site-specific safety assessments

#### 1.32.2. Emergency Management and Evacuation

- Each campus and site maintain an Emergency Preparedness Plan, evacuation diagram, and fire warden register.
- Fire, chemical, and medical emergencies are handled according to structured response procedures.
- Evacuation drills are conducted and documented at least once annually.
- Emergency numbers and exits are prominently displayed at all locations.
- Staff and students are trained in evacuation roles during induction.

#### 1.32.3. First Aid Management

- The RTO ensures the availability of:
  - Trained and certified First Aid Officers
  - Clearly marked, accessible First Aid kits
  - Documented procedures for injury response and first aid recording
- First Aid Officers are responsible for maintaining kit contents and confidentiality of medical treatment logs.
- RTO funds immunisation (e.g., Hepatitis B) for First Aiders and provides access to necessary PPE.
- Analgesics (e.g., Panadol) are not provided by the RTO under any circumstance.

#### 1.32.4. Fitness for Work

- All employees must present for duty in a fit state (physically, mentally, emotionally) to perform work safely.
- Any suspected impairment (e.g. due to fatigue, stress, medication, substance use) must be reported and addressed.
- Supervisors have the authority to stand down a staff member if they present a risk to safety.
- Employees must notify their supervisor if prescribed medication affects their performance.
- The RTO may arrange medical assessment, paid suspension, or safe transport where appropriate.
- Two counselling sessions under the Employee Assistance Program (EAP) are funded by the RTO.

#### 1.32.5. Bullying and Occupational Violence

- The RTO has zero tolerance for workplace bullying or violence.
- Bullying includes repeated, unreasonable behaviour causing risk to health and safety (e.g., verbal abuse, exclusion, impossible tasks).
- Occupational violence includes physical attacks, threats, and intimidation.
- Allegations are treated seriously and may result in disciplinary action or referral to authorities.
- Training is provided to staff on identifying, preventing, and reporting bullying and violence.
- Managers are responsible for investigating and responding to complaints within 7 working days.

#### 1.32.6. WHS Issue Resolution Procedure

- WHS concerns must be addressed first by the staff member involved, and then escalated to a supervisor.
- Supervisors must engage affected employees and provide feedback or decisions within 7 working days.
- Unresolved issues are escalated to the RTO Manager, who must respond within another 7 working days.

- A decision must be finalised within 2 months.
- Appeals can be made within 7 days, limited to one formal appeal per issue.

#### 1.32.7. Incident Reporting and Investigation

- All injuries, near misses, and dangerous occurrences must be reported immediately.
- An Accident Investigation Report must be completed by the relevant supervisor and submitted to the Manager Compliance.
- All incidents are recorded, investigated, and monitored for systemic improvement.
- Notifiable incidents are reported to the relevant WHS regulator in accordance with legislation.
- Where incidents occur on client or third-party premises, both the RTO and external party are notified.

#### 1.32.8. Fire, Evacuation and Emergency Preparedness

- All staff must follow evacuation instructions issued by Fire Wardens or emergency services.
- Emergency Assembly Areas are pre-designated and identified during induction.
- Staff must not use phones during evacuation to avoid delays.
- Supervisors are responsible for headcounts and reporting missing persons during drills or actual events.
- Emergency procedures are tested annually and updated as required.

#### 1.32.9. Housekeeping Standards

- Work and storage areas must remain clean, accessible, and free of hazards.
- Fire exits, emergency equipment, and safety signage must remain unobstructed at all times.
- Electrical cords and spill hazards are to be promptly secured or removed.
- Refrigerators, kitchens, toilets, and common areas are inspected weekly.

- Rubbish is cleared daily and disposed of in designated bins.
- Regular inspections form part of WHS audits and compliance reports.

#### 1.32.10. Monitoring, Evaluation and Continuous Improvement

- The Manager Compliance monitors WHS performance, audit results, and incident trends.
- WHS matters are reviewed at Management Meetings and actioned as part of the Continuous Improvement Plan.
- Updates to WHS legislation are monitored and incorporated into procedures and staff communications.
- Staff are invited to participate in reviews, policy updates, and WHS planning.

#### 1.32.11. Confidentiality and Privacy

- Personal health or incident data collected as part of WHS reporting is kept confidential.
- Records are stored in accordance with the Privacy and Confidentiality Policy and the Records Management Policy.
- Access to WHS records is restricted to authorised personnel only.

#### 1.32.12. Publication and Communication

- This policy is published via the RTO intranet, staff handbooks, and student orientation material.
- It is reviewed annually or earlier in response to legislation or incident findings.
- All staff and students are notified of any changes to WHS policies through formal communication channels.

#### Retention of WHS Records

WHS Record Type	Minimum Retention Period	Reference
Incident and Injury Reports	7 years from date of incident	WHS Act 2011; SRTO 2025 - Standard 4.4

<b>Risk Assessments</b>	<b>5 years from date of review or update</b>	<b>WHS/OHS Regulations; Audit Trail Requirements</b>
<b>First Aid Records</b>	<b>7 years</b>	<b>WHS Act; AS/NZS ISO 45001; EAP Protocols</b>
<b>Emergency Drill Reports</b>	<b>5 years</b>	<b>AS 3745-2010 Planning for Emergencies</b>
<b>Bullying and Misconduct Investigations</b>	<b>7 years</b>	<b>WHS Act 2011; SRTO 2025 - Standard 2.1, 4.4</b>
<b>Fitness for Work Assessments</b>	<b>7 years</b>	<b>Privacy Act 1988; Fair Work Act; WHS Requirements</b>
<b>Staff WHS Induction and Training Records</b>	<b>7 years after termination of employment</b>	<b>SRTO 2025 -Trainer Competence &amp; WHS Compliance</b>