

### Operating Procedure

RTO Name: Westvic Staffing Solutions (WSS) TOID: 4184

Procedure Number & Name: RTOPRO042 – Student Safety & Security

## Purpose

To affirm the commitment of WSS to provide and maintain, as far as reasonably practicable, an environment that is without risk to the health, safety and security of WSS clients. In addition, to describe the critical features of WSS's approach to health and safety management and the responsibilities assigned to staff to provide a safe and secure environment.

## Scope

This procedure includes the physical, psychological, social and organisational environments in which WSS activities take place, including, but not limited to, WSS classrooms, simulated learning environments and off the job learning and assessment facilities. WSS includes employees, students, contractors, customers and visitors within this environment.

## Responsibility

The CEO and Senior management are responsible for the implementation of this policy and the development of appropriate programs for the continuous improvement of health and safety performance.

## Process

WSS is committed to provide and maintain, as far as is reasonable practicable, an environment that is without risks to the health, safety and security of WSS employees and clients. WSS fulfills this commitment through the implementation of comprehensive health and safety management systems. These systems include:

- Senior managers' responsibility for all the health and safety aspects of the operations they manage, and their accountability for health and safety performance.
- A systematic and thorough process of identification, assessment and control of health and safety risks integrated in the planning and conduct of all WSS activities, meeting OHS legal requirements.
- On commencement of any learning and assessment program a risk assessment must be completed to determine the safety and security of the environment prior to commencement.
- Trainers and Assessors delivering programs after 1800 hours will ensure that adequate lighting is provided and in good working order prior to class commencement and, when all participants have arrived, lock the building to prevent further entry access.

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- inductions for all learning programs will include the appropriate safety and security information.
- When applicable the first unit of any learning program will commence with the OH&S unit. When this is not appropriate the required safety and security information relevant to the learning and assessment environment will be provided

### **Related Documents**

Student Safety Handout

**End of Document**

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