

TRAINING SAFETY POLICY

1. Purpose

- 1.1 This document applies to the **Innovative Institute of Australia**, its courses, its clients (students), and its controlled entities (collectively, "IIA", "Institute", "the Institute", "we", "us", "our").
- 1.2 **The purpose of this policy is to** identify and assess safety risks to training, ensure that facilities, resources, and equipment for training are safe and ready for use, provide a safe and healthy training environment for our staff, students, contractors, and visitors, and promote a positive safety culture.
- 1.3 This policy is not intended as an organisation-wide work, health and safety policy and procedure. This policy focuses on safety arrangements in support of training and assessment. The Institute has separate arrangements to manage obligations with work health and safety legislation.
- 1.4 This policy is implemented in compliance with the requirements of the Education Services for Overseas Students Act 2000 (the ESOS Act), the Standards for Registered Training Organisations (2025), and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018).
- 1.5 In this file, words that import gender include all other genders; the singular 'they' is gender-neutral and used to avoid specifying a person's gender; words in the singular number include the plural and vice versa.
- 1.6 This policy does not affect students' rights under the Australian Consumer Law.
- 1.7 The Institute reserves the right to amend these terms and conditions at any time.
- 1.8 This policy does not affect students' rights under the *Australian Consumer Law*.

2. Definitions

- 2.1 Contractor means a person engaged by The Institut to perform a service, and includes

any subcontractor to a contractor and any individual engaged by a contractor or subcontractor. A contractor is not an employee.

- 2.2 Hazard means a source of potential harm or a situation that could harm health or wellbeing. Hazards can include common workplace hazards such as slips, trips, and falls, as well as industrial hazards. It also includes psychosocial hazards as defined by the Work Health and Safety (Managing Psychosocial Hazards at Work) Code of Practice 2024.
- 2.3 Incident means any event that negatively affects an individual's wellbeing or safety. This includes circumstances that lead to injury or illness, equipment malfunctions, and situations where harm was narrowly avoided (near misses) that could have resulted in injury.
- 2.4 Risk means, in relation to any potential injury or harm, a measure of the likelihood and consequence of injury or harm occurring.
- 2.5 An education agent refers to an entity (in or outside Australia) that
- i. Engages in any of the following activities in relation to a provider:
 - A. The recruitment of overseas students, or intending overseas students;
 - B. providing information, advice or assistance to overseas students, or intending overseas students, in relation to enrolment;
 - C. otherwise dealing with overseas students, or intending overseas students; and
 - ii. is not a permanent full-time or part-time officer or employee of the Institute.
- 2.6 Agent Agreement refers to the agreement between the Institute and the agent, including the schedules.
- 2.7 CRICOS refers to the Commonwealth Register of Institutions and Courses for Overseas Students.
- 2.8 ESOS Act refers to the *Education Services for Overseas Students Act 2000 of the Commonwealth of Australia*.

- 2.9 National Code refers to the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- 2.10 Prospective student/applicant/client refers to a person who intends to become, or who has taken any steps towards becoming, an 'overseas student' or 'intending overseas student' as defined by the *ESOS Act*.
- 2.11 DHA refers to the Department of Home Affairs.
- 2.12 OSHC refers to the Overseas Student Health Cover.
- 2.13 eCoE refers to the electronic Confirmation of Enrolment.
- 2.14 2025 Standards for RTOs refers to the *National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025*.

3. Policy

- 3.1 **Commitment to safe training:** The Institute is committed to proper safety management to support our training. We will provide a safe training environment for our staff, students, contractors, and visitors by adopting a planned, systematic approach to managing training safety. We will provide the necessary resources to ensure the successful implementation of this policy and its supporting procedures. Training safety will be managed through the Institute management meeting and in close consultation with staff, students, contractors and visitors. The Institute's regular management meeting will also act as a work health and safety consultative committee. The objectives of this policy are to ensure that:
- i. Hazards and risks to training safety are systematically identified and managed, giving staff and students confidence in the safety measures in place.
 - ii. Measures to control hazards and risks are regularly monitored and evaluated, ensuring staff and students feel assured that safety remains a priority.
 - iii. Staff are engaged and seek to contribute to training safety matters affecting their health and safety at work.

- iv. Staff, students, contractors and visitors receive appropriate information, training and supervision to understand and carry out their responsibilities safely.

3.2 The following guidelines are provided as a basis for safe practice in the training and assessment environment. The guidelines are particularly relevant to students, trainers and assessors.

- i. Know and observe details of emergency response and evacuation plans;
- ii. Do not undertake activities that may cause injury to yourself or others.
- iii. Be responsible for your own actions.
- iv. Follow equipment operating procedures and trainer instructions for the safe operation of equipment;
- v. No smoking at the training and assessment facilities or offices.
- vi. Report all potential hazards, accidents and near misses to the RTO staff;
- vii. No consumption of alcohol within training and assessment facilities or during the conduct of training and assessment;
- viii. Keep training and assessment areas neat at all times.
- ix. Observe hygiene standards, particularly in eating and bathroom areas.

3.3 Electrical equipment:

- i. Electrical equipment that is not working should be reported to the Training Manager.
- ii. Ensure electrical equipment is tested and tagged every 12 months by a suitably qualified and competent person.
- iii. Electrical work should only be performed by an appropriately licensed Electrician. Students, trainers and assessors should not undertake any task related to fixing electrical equipment such as lighting, power outlets or electrical training aids.

3.4 Fire safety:

- i. The Institute will communicate the evacuation procedures and the location of fire equipment to students at each facility for each training and assessment event, and to office users at least twice each year.
- ii. All users of a training and assessment facility must be familiar with the locations of all EXITS and fire extinguishers. Users are to consult available maps to determine the location.
- iii. It is the user's responsibility to understand fire drill procedures displayed around the premises.
- iv. Users are asked to attend any practice sessions on fire safety evacuation procedures and the use of fire safety devices.

3.5 First aid:

- i. Provision for first-aid facilities is available during training.
- ii. A first aid kit is to be located at the reception.
- iii. All accidents must be reported to the Institute staff.
- iv. The accident and any first aid administered must be recorded by the staff involved.
- v. Safety incident reports are to be completed on any incident requiring first aid or a near miss.

3.6 Computer facilities:

- i. Extended periods of computer use can lead to general fatigue and eye strain. Repetitive tasks and incorrect posture will result in consistent aches and pains.
- ii. Current work health and safety guidelines indicate that people working for long periods at computers should organise their work to allow a five-to-ten-minute rest every hour. This rest should include a change of position and stretching exercises as appropriate.
- iii. Posture can be improved by adjusting the chair height so that the operator's feet

are comfortably on the floor (or on a footrest) and your arms are at approximately a 90-degree angle.

- iv. The screen should be positioned to avoid reflections from lights and windows, and at a suitable distance so it can be easily read.

3.7 Lifting:

- i. Students, trainers and assessors are encouraged not to lift anything related to the training and assessment provided by The Institute unless directed to do so by the Trainer.
- ii. If you have experienced back problems in the past, do not attempt to lift anything at all and advise the Trainer of any limitations.
- iii. Never attempt to lift anything that is beyond your capacity.
- iv. Always bend the knees and keep the back straight when picking up items.
- v. Never twist your torso while lifting.
- vi. Never lift a heavy item above shoulder level.
- vii. Never carry a load that obstructs your vision.
- viii. Never hold your breath while lifting, moving, and setting the load down.
- ix. Before lifting a load, make sure the load is secure.
- x. Use a safe lifting speed and avoid using momentum.
- xi. Be aware of your surroundings before and during lifting.
- xii. When in doubt, ask for help.

3.8 Work and study areas:

- i. Always ensure that all work areas are clean and clear to avoid the risk of accidents from tripping or falling.
- ii. Place all rubbish in the bins provided.

- iii. Ensure that kitchen bench spaces are left clean and tidy and that all dishes are washed.
- iv. Do not leave tea towels or any cleaning cloths in a bundle on the bench tops or draped near any bin.
- v. Do not sit or climb on any desks or tables.
- vi. Do not leave bags or garments on the floor to obstruct passageways.

3.9 Work-integrated training

- i. All students must complete workplace health and safety induction before any work-integrated training commences.
- ii. Students must have access to appropriate clothing and personal protective equipment required by the workplace.
- iii. Appropriate supervision arrangements in the workplace must be established to ensure that the student's safe participation is monitored.
- iv. A hazard risk assessment for planned work-integrated training must be completed to identify the likelihood and consequences of injury or harm occurring, and to determine appropriate risk reduction measures.
- v. Students must be briefed and provided with the contact details for the Institute representative so they can contact the representative at any time they feel the workplace situation is unsafe.

3.10 Training facilities

- i. The training Manager or delegate should conduct a walk-around each morning to confirm the training environment is safe and ready for use.
- ii. A building assessment should be conducted every 6 months to evaluate a facility's overall suitability for safe access.
- iii. The training venue suitability checklist should be completed for any new training venues used on an as-required basis.

- iv. A hazard risk assessment must be completed and approved by the Training Manager for any training activity conducted outside a classroom or controlled environment.

3.11 Psychosocial Hazards

- v. Staff and students should report any concerns about bullying, harassment, or workload pressures to the appropriate supervisor/coordinator immediately.
- vi. Utilise The Institute's support services; students should use them.
- vii. Take regular breaks, maintain healthy boundaries, and engage in stress-reduction activities during intense work and study periods.
- viii. Maintain clear, respectful communication channels between all parties, with set response timeframes.
- ix. Attend relevant professional development (staff) or seek study skills support (students) to build resilience and capability.
- x. Engage in team and peer activities to create supportive connections within the Institute community.
- xi. Set clear work and study schedules and maintain a healthy work-life or study-life balance.
- xii. Keep up-to-date with RTO policies and procedures through appropriate channels (staff) or the Student Handbook (students).
- xiii. Contribute to improvement through established feedback channels
- xiv. Access all support tools provided by The Institute, including online resources, peer support programs, and wellness activities.

3.12 **The CEO is responsible for:**

- i. Providing a healthy and safe training environment for staff, students, contractors and visitors includes maintaining safe facilities, equipment and resources.
- ii. Working with employers involved in work-integrated learning, work placements,

or other community-based learning to assess the risks and to identify how these risks will be managed.

- iii. Ensuring that adequate resources are provided to meet the health and safety objectives and procedures of The Institute.
- iv. Ensuring that The Institute complies with all relevant safety legislation and standards.
- v. Providing appropriate health and safety policies and procedures to enable the effective management of health and safety and control of risks to health and safety.
- vi. Providing mechanisms which enable staff to be consulted on work practices, policies or procedures which may affect the work health and safety of staff.
- vii. Provide mechanisms for hazard risk assessment of training activities to identify and control hazards.
- viii. Providing mechanisms to monitor and report regularly on the organisation's health and safety performance.
- ix. Providing mechanisms for students to report safety risks identified in the training room or workplace.
- x. Overseeing all third-party provision of facilities, resources and equipment to ensure the ongoing suitability and safety of facilities, resources and equipment.

3.13 The management committee is responsible for:

- i. Assisting in the development, implementation and monitoring of health and safety policies and procedures.
- ii. Considering proposals for, or changes to, the workplace, policies, work practices or procedures which may affect the health and safety of staff.
- iii. Promoting awareness of health and safety across The Institute.
- iv. Ensuring that hazards in work or study areas (including work placement sites) are

identified, risk assessed and controlled and that these risk control measures are monitored regularly and maintained.

- v. Ensuring that staff and students under supervision are provided with the required information and training to carry out their work or study safely and effectively.
- vi. Providing leadership and setting a good example for staff and students in work health and safety matters.

3.14 Staff and students are responsible for:

- i. Complying with the relevant Institute health and safety policies and procedures.
- ii. Complying with the health and safety policies and procedures of workplaces where they are involved in work-integrated learning, work placements, or other community-based learning.
- iii. Obeying any reasonable instruction aimed at protecting their health and safety in the training room and workplace.
- iv. Using any equipment provided to protect their health and safety in the training room and workplace.
- v. Assisting in the identification and assessment of hazards and implementation of hazard control measures.
- vi. Reporting any incident or hazard in the training room or workplace to their trainer and supervisor (if applicable).
- vii. Considering and providing feedback on any matters that may affect their health and safety.
- viii. Not being affected by alcohol or non-prescribed (illicit) drugs whilst at work or study.

3.15 Contractors are responsible for:

- i. Following all the Institute policies and procedures.
- ii. Complying with all relevant work health and safety legislation, standards and

codes of practice.

- iii. Ensuring that they do not, through their acts or omissions, do anything that could put at risk their own health or safety, or that of The Institute staff, students, other contractors, or visitors.

3.16 Third parties (i.e. third-party training providers, work placement hosts, workplaces that facilitate work-integrated learning) are responsible for:

- i. Providing safe and well-maintained facilities, equipment and resources.
- ii. Complying with all relevant work health and safety legislation, standards and codes of practice.
- iii. Cooperating with the Institute to identify and assess risks to students.
- iv. Managing risks to students and trainers.
- v. Monitoring risks to students and trainers, and reporting risks to the Institute.

4. Measures

Steps	Person/s responsible
i. Conducting a hazard risk assessment for a planned activity The following procedure is to be followed for conducting a hazard risk assessment on any planned training activity conducted outside a classroom or controlled environment. Identify the Hazard: Analyse the planned activity and recognise any potential safety risks in the workplace or training environment. This could be anything from human error or miscalculation to a spill on the floor or malfunctioning equipment. Identified hazards are to be recorded in the Hazard Risk Control Register. Identify Existing Controls: Identify the controls in place to mitigate	Training Manager CEO

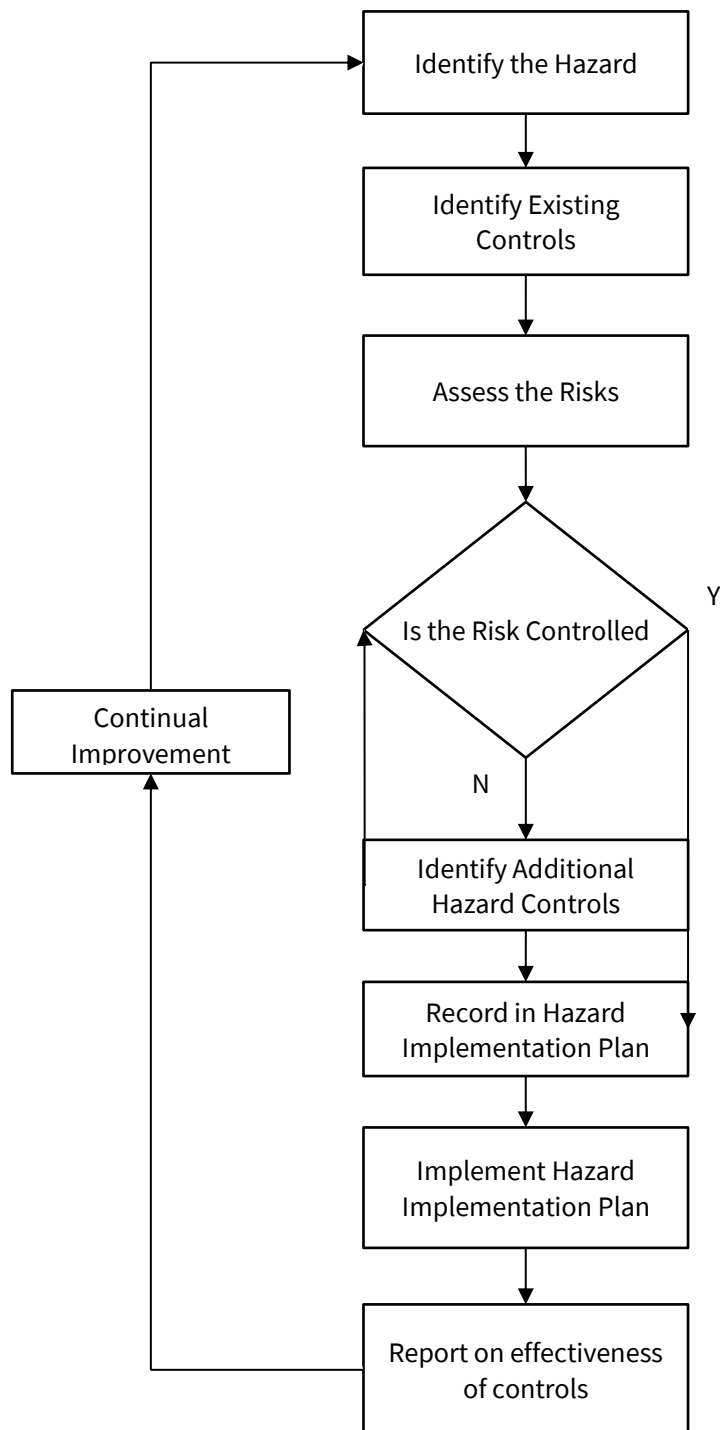
	the hazard, considering their effectiveness and the extent to which they are established and implemented. 3. Assess the Risk: Evaluate the hazard's potential risk. Consider the likelihood of an accident occurring and the potential severity of its consequences, and take into account any existing controls. A risk assessment involves looking at what could happen if someone is exposed to a hazard and the likelihood of that happening. The risk is assessed by: a. Using the Hazard Likelihood Assessment Tool, consider the likelihood of the hazard eventuating. b. Using the Hazard Consequence Assessment Tool, consider the consequence if the hazard were to eventuate. c. Using the Hazard Risk Evaluation Matrix Tool, compare the likelihood rating and the consequence rating and identify the risk level considering any existing controls. d. Record the identified risk and risk rating in the Hazard Risk Control Register. 4. Identify Additional Hazard Controls. Use the Hierarchy of Controls Measures Tool to identify and allocate additional controls to eliminate and/or reduce exposure to hazards. These controls should enable the activity to proceed with reasonable, practical controls to ensure participant safety. Record the hazard controls in the Hazard Risk Control Register. 5. Prepare a Hazard Implementation Plan. Using the Hazard Control Implementation Plan form, identify the planned activity and allocate a Hazard reference number and activity description. Complete the form by recording the following for each identified hazard:	
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	a. Hazard Controls b. Actions to be taken c. Resources identified d. Persons responsible e. Timetable for implementation f. Review Date 6. Implement the Hazard Implementation Plan. Implement the hazard implementation plan before commencing the planned activity. Ensure all participants are briefed on the hazards and the controls. Report back to the management committee on the effectiveness of controls.	
ii.	Responding to unplanned risks and hazards Any students or staff who encounter unplanned safety risk with the facilities, resources and equipment provided by the RTO or third parties are to respond using the following steps: 1. Identify the Hazard: Recognise any potential safety risk in the workplace or training environment. This could be anything from a spill on the floor to malfunctioning equipment. 2. Assess the Risk: Evaluate the hazard's potential risk. Consider the likelihood of an accident occurring and the possible severity of its consequences. 3. Control the Area: If possible, isolate the hazard to prevent further risk. This could involve cordoning off the area, shutting down equipment, or evacuating the area if necessary.	All staff, students, contractors, and the Training Manager

	4. Notify the Relevant Personnel: Report the hazard immediately to your trainer, who will report it to the Training Manager or Office Manager. Provide them with detailed information about the hazard and its location. 5. Take Immediate Action if Necessary: If the situation requires immediate intervention to prevent harm (like turning off power to prevent electrocution or using a fire extinguisher on a small fire), do so if you are trained and it is safe. 6. Record the Hazard and Risk: The trainer or senior manager will document the hazard and risk, and the actions taken in response, using the Forms – <i>Hazard Control Register and Safety Incident Report</i>. This record can be important for future safety planning and may be required for compliance with workplace safety regulations. 7. Review and Follow Up: After the immediate hazard has been addressed, conduct a review of the incident. This should include an analysis of how the hazard occurred, what was done to respond to it, and what can be done to prevent it in the future. This review should be led by management. 8. Implement Corrective Actions: Based on the review, take steps to prevent the hazard from recurring. This could involve changes to procedures, additional training for staff, students, or modifications to equipment or the environment. 9. Monitor the Situation: Keep an eye on the area or situation to ensure that the hazard has been effectively mitigated and that no new risks have emerged. 10. Continual Improvement: Use the experience as a learning opportunity to improve workplace safety practices. Record any	
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	identified opportunities for improvement in a <i>Continuous Improvement Report</i> and refer this to the management meeting. Remember, safety in the workplace and training room is not just a policy or a set of procedures; it's a mindset that belongs to each one of us. When we step into our work or training environment, we become guardians of each other's well-being. Every caution we take, every hazard we report, and every safety guideline we follow is a testament to our commitment to each other's safety and health. It's through our collective vigilance and shared responsibility that we create an environment where everyone can work, grow, and return home safely each day.	
iii.	Responding to an Emergency during Training 1. Immediately notify the Institute staff, who will contact emergency services. 2. At the sound of the fire alarm or upon receiving evacuation instructions, cease all activities and exit the building without delay. 3. Stay calm, listen carefully, and comply with all directions from The Institute staff or emergency responders. 4. Use the nearest available exit or your designated evacuation route and gather at the specified Emergency Assembly Point. 5. Exit immediately without taking time to collect personal items or search for others. 6. Keep all fire hydrants and access routes clear for emergency response teams and their equipment. 7. Wait for explicit permission from the Institute staff or emergency personnel before returning to the building.	All staff, students, contractors, and the Training Manager

5. Flow chart



VERSION HISTORY

Version Number	Date	Summary of changes
1.0	September 2021	New policy
2.0	July 2025	Revised and updated to include the changes according to the Standards for Registered Training Organisations (2025).
3.0	December 2025	Revised and updated to include the changes according to the ESOS 2000 Act.