Health Hygiene and Safety Policy & Procedure

Purpose

This policy outlines the approach taken by Xpert Solutions to ensure a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.

It ensures also compliance with Standard 6 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, Workplace Health and Safety Act whilst ensuring good hygiene practices activities are conducted within or on behalf of Xpert Solutions.

Definitions

Hygiene: Practices conducive to maintaining health and preventing disease, especially through

Cleanliness

Hazard: Potentially dangerous situation within the work/study environment provided by Xpert Solutions.

Incident: Event or circumstance that leads – or could have lead - to unintended or unnecessary harm during a person's participation in work and/or training activities with Xpert Solutions.

Injury: Incident that causes harm to a person during their participation in work and/or training activities with Xpert Solutions.

ASQA: Australian Skills Quality Authority

National Code: National Code of Practice for Providers of Education and Training to Overseas Students 2018

RTO: Registered Training Organisation

RTO Standards: Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework which can be accessed at www.asqa.gov.au

Policy

1. **Compliance**
   - Through this policy and related procedure, Xpert Solutions complies with commonwealth, State and Territory legislation and regulatory requirements relevant to its operations, including but not limited to: meets the requirements of the

     - Work Health and Safety Act 2011 (Cth),
     - Work Health and Safety Act 2012 (Tas)

   - Xpert Solutions will:
     - Take all reasonable steps to provide a safe environment on campus and advise overseas students and staff on actions they can take to enhance their personal security and safety
     - Provide information to overseas students about how to seek assistance for and report an incident that significantly impacts on their wellbeing, including critical incidents
     - Provide overseas students with or refer them to (including electronically) general information on safety and awareness relevant to life in Australia.

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- Xpert Solutions ensure that its staff, students and other clients are fully informed of all regulatory requirements where they affect their duties or participation in its educational operations.

- committed to protecting staff and students from harm to health, safety and welfare through the elimination and/or minimisation of risks arising from work and study.

2. Working safely

- All staff have a responsibility to work safely, take all reasonable care for their own health and safety and always consider the health and safety of others who may be affected by their actions.

- Xpert Solutions encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.

- All staff will receive induction into their role which will include information about workplace health and safety.

3. Access to premises

- All staff and visitors are required to adhere to Xpert Solutions access to premises procedures.

3. Workplace, delivery site and home office inspections

- All work and training environments will be routinely inspected to identify safety risks, hazards and identify areas for improvement.

4. Hazard identification and risk control

- All staff, students and other individuals are required to report any hazards and safety incidents as soon as they become aware of them. Xpert Solutions will take immediate action to respond to an incident, asses risk and control hazard/s where applicable.

5. Incidents

- Staff and students are expected to immediately report any incidents that occur at work or during training that impact on an individuals' health or safety.

- Xpert Solutions will respond to, investigate and record all incidents that impact on the health and safety of any individual and will take steps to prevent recurrence.

6. Safety records

- Records of the organisation's workplace hazards, risks and workplace injuries will be accurately maintained at all times.

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Hierarchy of Controls

1	Eliminate the hazards – remove it completely from the workplace	**If this isn't practical then…**
2	Substitute the hazard – with a safer alternative	**If this isn't practical then…**
3	Isolate the hazard – as much as possible away from staff/students	**If this isn't practical then…**
4	Use engineering controls – adapt tools or equipment to reduce the risk	**If this isn't practical then…**
5	Use administrative controls – change work practices and organisation	**If this isn't practical then…**
6	Use Personal Protective Equipment (PPE) – this should be the last option after you have considered all the other options for your workplace	**If this isn't practical then…**

Source: https://www.worksafe.vic.gov.au/hierarchy-control.

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