

Work Health and Safety (WHS) Policy and Procedures

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Who this document applies to

This document applies to Edway Training Pty Ltd (RTO 91401). In this document, "we", "us" and "the RTO" mean the entity that delivers and certifies your course — the issuing RTO is shown on the course page and on your enrolment confirmation.

Policy objective

To ensure the health, safety, and welfare of our staff, students, contractors, and visitors through compliance with WHS legislation and alignment with Outcome Standard 2.6 (Wellbeing), Standard 4.1 (Accountability), and general risk management principles outlined in the 2025 Standards for RTOs.

Scope

Applies to all our workplaces, training sites (on-campus and off-site), and individuals engaged with the RTO in any capacity.

Responsibility

The Compliance Manager leads WHS implementation. Department Managers, Trainers, and Staff are responsible for daily compliance, hazard reporting, student welfare, and induction practices.

Policy commitments

- Provide and maintain a safe learning and work environment.
- Ensure safe systems for using equipment, substances, and facilities.
- Provide instruction, supervision, and training to prevent harm.
- Consult with staff and learners about health and safety.
- Monitor health and safety risks and implement continuous improvement.

Procedure

1. RTO premises and training sites

- Safety inspections of all our offices and training venues using inspection checklists.
- Faulty equipment is tagged out and reported.
- First Aid kits are maintained at all locations.
- Fire equipment is checked biannually; staff are trained in evacuation procedures.

2. Conducting training

- Class sizes are limited to allow safe supervision.
- Students are inducted on emergency exits and site-specific risks before training begins.
- High-risk activities include additional instructions and control measures (e.g. team lifting).
- PPE use is enforced; students not in compliance are excluded from practical activities.

3. Emergency and incident response

- Emergency procedures are communicated at induction.
- Trainers and Assessors document all incidents using Injury or Incident Report Forms.
- All serious incidents are reported to the Directors immediately.

4. Off-site training risk management

- Trainers conduct a visual safety inspection of off-site venues.
- Training is postponed or modified if hazards cannot be controlled.
- Course Reports are sent to the Directors with WHS findings and recommendations.

5. Student welfare and health precautions

- Trainers check for any medical conditions that may impact participation.
- Students are informed of health and safety expectations in assessments.
- Scenarios are stopped if a student is injured or safety is compromised.

6. Duty to consult and continuous improvement

- WHS is included in induction for all new staff.
- Regular meetings include discussion of safety issues and register reviews.

- Incident trends are analysed to inform training and policy revision.

Contacts

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Review and improvement

This policy is reviewed biennially or as required to ensure alignment with Outcome Standards, legislative changes, and organisational best practice.