



(Reference: Work Health and Safety Act 2011(As amended from time to time)

1.0 Policy

1.1 ALATA will totally abide by the requirements of Work Health and Safety Act 2011 (as amended from time to time) and, accordingly as a management priority, to ensuring so far as is practicable a working and learning environment for all its' employees, students and those others who come to ALATA premises to do business with ALATA, that is safe and without risks to health.

2.0 Purpose

2.1 Under the Work Health and Safety Act 2011, Work Health and Safety Regulation 2011 and associated legislation there is a responsibility for the College to ensure the health & safety of staff, students & visitors by:

- a) Eliminating risks to health and safety, so far as is reasonably practicable, and
- b) If it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks as far as is reasonably practicable.

2.2 The purpose of this policy is to outline the guidelines and procedures to ensure the ALATA's compliance with the Work Health and Safety (WHS) legislation.

2.3 This policy applies to all College staff members, students and visitors.

3.0 Strategy

3.1 ALATA maintains a teamwork strategy based on "3C" principles of **consultation**, **collaboration** and **cooperation**. ALATA has established the WHS committee that consists of representations from the employer and employees. The feedback from Students and visitors would be compiled by the RTO Manger and represented in the Committee meeting.

3.2 The Committee meets bimonthly, discusses and reviews all Workplace Health and safety related issues strategies, processes and procedures, discuss the identified and possible health and safety risks / hazards, review periodic health and safety monitoring / auditing outcomes, and coordinate, collaborate and cooperate with the management/employer to maintain healthy and safe workplace. This ALATA has established in order to maintain a safe and healthy work environment. ALATA also uses these meetings for consultation. All minutes of the meetings will be duly recorded and kept.

4.0 Work Health and Safety Committee: The committee will consist of the following members:

- a) **Chairman:** CEO

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b) Members:

- RTO Manager
- Academic Coordinator
- Fire Warden: Luis Moraga– **Secretary**

5.0 Procedure

5.1 Regular WHS Monitoring / Auditing is carried out to ensure:

- a) It will be the responsibility of the secretary to call for a meeting in consultation with the CEO and record the minutes of the meetings
- b) It will be conducted bimonthly by the Secretary
- c) The completion of action/s taken to eliminate or control the risk/s will be inspected and confirmed by the designated person whose; name is recorded on the Hazard Alert form.
- d) It will be reviewed and confirmed by the RTO Manager

5.2 Occupation Injury / Illness / Incident Report are raised in respect of :

- a) Injury/ Illness / Critical Incident report registry will be maintained
- b) All injury / illness / incident reports and information on action taken to treat, plans for complete recovery and return to work and, plans for prevention will be duly completed and kept

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