



CANBERRA VALLEY INSTITUTE

Document: Workplace Health & Safety Policy

(Aligned to RTO Standards 2025)

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Workplace Health & Safety Policy



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Workplace Health & Safety Policy

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1. Overview

The purpose of this policy is to clarify the responsibilities of Canberra Valley Institute in accordance with the Work Health and Safety Act 2011 (Cth) and the Work Health and Safety Regulations 2011. Canberra Valley Institute provides all workers with clear information, training, and instructions regarding their duties and the control measures in place to ensure their safety. This policy upholds the requirements of Standards 3 and 4 of the RTO Standards 2025 and reflects our commitment to maintaining a safe, compliant, and supportive work and learning environment for staff, students, visitors, and contractors. Occupational health and safety will be managed by the Canberra Valley Institute management committee, in close collaboration with staff, students, contractors, and visitors.

This policy does not cover every possible workplace safety or hazard situation. Canberra Valley Institute recognizes this and remains committed to continually strengthening and improving our policies.

The aims of this policy are to ensure that:

- Workplace hazards and health and safety risks are consistently identified, assessed, and controlled whenever elimination is not possible.
- Staff are actively involved and encouraged to participate in discussions and decisions related to occupational health and safety issues that may impact on their well-being at work.
- Control measures implemented to manage hazards and risks are regularly monitored, reviewed, and assessed for effectiveness.
- Staff, students, contractors, and visitors receive relevant information, training, and supervision to ensure they understand their responsibilities and can perform their tasks safely.

2. Scope

This policy applies to:

- All learners enrolled at Canberra Valley Institute.
- All staff members.

3. Definitions

Workplace: Any location where work-related duties or activities are performed by staff, students, contractors, or visitors.

Health: a state of physical, mental, and social well-being in which individuals can perform their duties effectively and safely. It includes the absence of illness or injury and the promotion of overall wellbeing in the workplace.

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Safety: refers to the condition of being protected from hazards, risks, or harm in the workplace. It involves the systems, practices, and measures implemented to prevent injury, illness, and dangerous incidents.

4. Policy Statement

Canberra Valley Institute is dedicated to conducting all operations in a manner that, as far as reasonably practicable, provides a safe and healthy work environment. This includes:

- Complying with all relevant work, health, and safety laws and related regulations.
- Protecting the health, safety, and well-being of all staff, students, contractors, visitors, and other stakeholders.

The Canberra Valley Institute acknowledges that creating a safe workplace depends on the active commitment and cooperation of every staff member, student, community member, contractor, and visitor.

Canberra Valley Institute will.

- Ensuring student protection stays a top priority in all workplace health and safety decisions.
- Implement a consistent risk management approach across all CVI facilities, operations, activities, and practices, with the goal of eliminating or effectively controlling identified hazards.
- Meet both the intent and the practical requirements of relevant WHS legislation, Codes of Practice, and industry standards, and allocate appropriate resources to support these obligations.
- Ensure all workers receive training not only in the fundamental principles of WHS but also in health and safety issues that are specific to their roles and duties.
- Establish measurable WHS objectives and targets aimed at reducing and eventually eliminating work-related injuries and illnesses.
- Support workers in understanding and fulfilling their responsibilities regarding health and safety, including reporting hazards, repairs, and maintenance concerns within their work areas.
- Establish a Work Health and Safety Committee to offer a structured platform for consultation and ongoing improvement regarding workplace health and safety.
- Increase awareness of WHS duties by giving staff, contractors, and visitors clear and pertinent safety information.
- Investigate all incidents, identify contributing factors, and take corrective actions—whether or not personal injury or property damage happened.

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- Encourage early and effective rehabilitation and return-to-work processes for injured workers.

All staff, contractors, and visitors are expected to:

- Take reasonable care for their own health and safety.
- Follow safe work practices, procedures, and instructions, and adhere to all CVI policies and guidelines.
- Participate in safety training and wear all required safety gear or personal protective equipment (PPE) as instructed.

4.1 Requirements

Students are required to comply with the Occupational Health and Safety Act of 2004 and the Occupational Health and Safety Regulations of 2017.

Students at Canberra Valley Institute must:

- Not engage in any behavior that may endanger their own safety or the safety of others while participating in any CVI course or activity.
- Follow all safety instructions and procedures provided by CVI staff.
- Avoid tampering with or misusing any equipment or facility that has been provided to ensure health and safety.

Important: Not meeting these legal obligations violates WHS laws and may result in penalties. Non-compliance also breaches CVI's Student Rules and can lead to disciplinary action.

The following guidelines serve as a foundation for safe practices in the training and assessment environment. They are especially relevant for students, trainers, and assessors.

- Know and follow emergency evacuation and response procedures.
- Avoid activities that may cause harm to yourself or others.
- Take responsibility for your actions and conduct.
- Smoking is strictly prohibited in all CVI training facilities and offices.
- Report all hazards, accidents, and near-miss incidents to CVI staff immediately.
- Alcohol use is not allowed in training and assessment areas or during training activities.
- Keep classrooms, practical spaces, and assessment areas tidy, organised, and free from hazards.
- Maintain personal hygiene, particularly in shared kitchen and bathroom areas.

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Electrical Safety:

- Report any faulty or non-operational electrical equipment to CVI staff immediately.
- Only licensed or qualified personnel should carry out electrical repairs or maintenance.
- Students, trainers, and assessors must not try to repair electrical equipment, including lighting or electrical training tools.

Fire Safety:

- Canberra Valley Institute will provide regular updates on evacuation procedures and the location of fire equipment at each training site at least twice a year.
- All users of a training and assessment facility must know where all exits and fire extinguishers are located. Users will refer to available maps to find their current location.
- Attend any fire safety briefings or training provided by CVI.
- It is the user's responsibility to understand fire drill procedures displayed around the premises.

First Aid:

- First aid facilities are available at all training delivery locations.
- All accidents must be reported to staff.
- The accident and any aid administered must be recorded by the staff involved.

Computer facilities:

- Extended computer use can cause eye strain, fatigue, and repetitive strain injuries.
- WHS recommends taking a 5-10 minute break each hour, including stretching and shifting positions.
- Adjust your chair so your feet rest comfortably on the floor or a footrest, and your arms stay at a 90-degree angle.
- Position the monitor to reduce glare from lights or windows and ensure it's at a comfortable reading distance.

Manual Handling and Lifting:

- Students, trainers, and assessors should only lift items willingly and accept full responsibility for doing so.
- Never lift anything that feels too heavy or unsafe.
- Always bend your knees and keep your back straight when lifting.

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- If you have a history of back issues, do not lift heavy items—ask another person for assistance.

Work and Study Areas:

- Keep all workspaces clean, uncluttered, and free from trip hazards.
- Dispose of rubbish in the bins provided.
- Keep kitchen areas clean, organized, and sanitary; wash any used dishes.
- Avoid leaving tea towels, cleaning clothes, or similar items in unsafe places (e.g., on countertops or near trash cans).

4.2 Training Safety Procedures

Canberra Valley Institute will achieve its safety training goals by implementing procedures that assist managers, staff, students, contractors, and visitors in fulfilling their responsibilities.

4.3 Hazard management procedures

This procedure provides a practical framework for identifying, assessing, controlling, and monitoring safety hazards in the workplace. A hazard is any source, condition, or situation that can cause harm—such as injury, illness, property damage, environmental harm, or a combination of these. Hazards can come from different elements in the work environment, including equipment, workplace conditions, operational systems, and work practices. Workplace hazards can be grouped into the following categories:

- **Physical:** such as excessive noise, radiation, lighting, temperature, or vibration.
- **Chemical:** including exposure to toxic substances, fumes, or dust.
- **Biological:** such as viruses, bacteria, plants, fungi, or parasites.
- **Mechanical/Electrical:** including slips, trips, falls, hand tools, machinery, or electrical equipment.
- **Psychological:** such as work-related stress, fatigue, bullying, harassment, or violence

To effectively manage hazards at Canberra Valley Institute, the following steps must be followed:

Step 1 - Identify hazards.

Select a method to identify hazards.

This may include:

- **Asking the question,** ‘Does this task, activity, situation, or event have the potential to harm a person?’ or ‘What if?’ For example, “What if a person were to attempt to lift this heavy

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object from the top shelf?"

- Conduct a review of records of past accidents and near misses.
- Perform regular walk-through inspections of the workplace. Observe each task workers do to identify hazards, such as handling loads, using chemicals, or operating equipment.
- Observe workers performing their tasks and the activities involved, such as training, cleaning, maintenance, and inspection, as more hazards may become apparent. This also provides an opportunity to determine whether workplace procedures for completing tasks are being followed or if workers are taking shortcuts.
- Consult workers about any near misses, unreported minor injuries, or health complaints.
- Research the hazards associated with the relevant industry to identify the common potential hazards.
- Perform or organize basic testing, measurements, and sampling of the workplace environment.

Factors to Consider When Identifying Hazards

When gathering information, the following aspects should be considered:

- The skill and training level of workers and whether it is sufficient for the tasks they perform.
- How equipment and materials are operated, cleaned, maintained, or repaired.
- The positioning and suitability of equipment for the tasks being undertaken.
- Ways individuals might be harmed, both directly and indirectly, by any workplace element.
- The overall condition and maintenance of equipment, substances, materials, and facilities, as this may impact safety.
- Long-term health effects, not just immediate injuries for example, continued exposure to high noise levels.

Step 2 - Assess and prioritise the risks.

Assess the likelihood of an event occurring by asking questions such as:

- How would circumstances arise that would make the event likely?
- Where would the event be likely to occur?
- When are people exposed to hazards?
- How does exposure change over time, location, and personnel involvement? When evaluating the chance of an event happening, compare it to the likelihood most applications use in the Likelihood Assessment Table.

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Assess the potential consequences resulting from an incident by asking questions such as:

- How much harm could the hazard do?
- How many people could it affect?
- Will the effects be short-term or long-term?

When considering a potential consequence resulting from an incident, align it to the consequence that most applications use the Consequence Assessment Table. Assess the level of risk, represented by a 'risk rating', by consideration of the relationship between the likelihood and consequence of an event or incident. To determine the level of risk, plot the assessed likelihood and consequence on the Risk Evaluation Matrix to identify the appropriate risk rating. The risk ratings are colored to provide a visual cue for the level of response required when determining control measures. The following risk ratings are provided:

- L - Low Risk (Green) Flag at the next management meeting and implement control measures through normal business processes.
- M - Moderate Risk (Blue) Monitor and implement control measures as soon as possible.
- H - High Risk (Yellow) Monitor closely and implement control measures as a matter of high priority.
- E - Extreme Risk (Red) Stop the activity immediately and implement control measures before recommencing.

Step 3 - Determine control measures.

The best way to control a hazard is to eliminate it. This concept has led to the development of a hierarchy of control that starts with eliminating the hazard as the preferred solution and ends with using personal protective equipment to protect the person in the event a hazard is realized. Ideally, hazards should be controlled by addressing their root causes.

The following list outlines the hierarchy of control from most effective to least effective for reducing risk.

- The best way to control a hazard in the workplace is to eliminate it completely. An example of elimination is removing a noisy machine from a quiet area or outsourcing a task to others who are better trained and equipped to handle it.
- Replacing or changing the hazard with a less dangerous alternative, such as using a paint

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that doesn't contain asthma-triggering agents.

- Isolating the hazard by physically removing it from the workplace or by cordoning off the area in which a hazard is used.
- Engineering methods can be introduced to control the hazard at its source; tools and equipment can be redesigned, or enclosures, guards, or local exhaust ventilation systems can be used.
- Administrative controls are the management strategies that can be introduced to ensure the health and safety of employees. Administrative procedures can reduce exposure to hazardous equipment and procedures by limiting exposure time (e.g., through job rotation) or varying the timing of a particular procedure.

Personal protective equipment (PPE) can also be used to reduce exposure to hazards. PPE should generally not be the primary control measure, as it does not actually reduce or eliminate the hazard. Instead, PPE supports other control strategies and offers extra safety if primary controls fail. Multiple controls are often used to manage a specific hazard, and in most cases, several strategies should be combined to account for human error or oversight. When technical expertise is needed, consulting specialists in hazard control may be necessary. All hazard controls should be carefully documented in the risk register.

Step 4 - Implement control measures.

Once hazards are properly identified and assessed, the next important step is to implement the specified controls. This involves planning and consulting with those responsible for the implementation. It may also require allocating resources to ensure the planned implementation proceeds smoothly.

The following considerations should be taken when planning hazard control implementation:

- The implementation process should be appropriately documented.
- The effect on work procedures should be considered to ensure controls are integrated into work routines.
- Persons who will be affected by an implementation should be identified and consulted to build acceptance and understanding of the control measures.
- The review and adjustment of emergency plans and procedures to recognize the new hazard in the workplace and the associated control measures.
- The competence and training requirements for personnel to implement the control measures.
- The monitoring and supervision of the hazard control to ensure measures are implemented

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as planned.

- Staff members are informed, and inappropriate application of control measures is identified and corrected.

Implementing control measures usually requires developing an implementation plan. The implementation plan should:

- Clearly state the hazard controls to be implemented.
- Identify what actions need to be taken to implement the control measures.
- Specify the resources required to implement the control measures.
- Identify responsibilities for the implementation of control measures.
- Layout the timetable for implementation and completion.
- Specify a date for reviewing the control measures.

Step 5 - Monitor control measures.

The effectiveness of hazard control measures in reducing personnel risk must be monitored to identify opportunities to improve those that do not adequately address the hazard. Factors that may influence the likelihood and consequences of risk can change over time, as can the factors that affect the suitability of control measures. Therefore, monitoring should never be overlooked. To effectively monitor control measures, the following strategies can be employed.

- Conduct a review of records, including the risk register.
- Conduct walk-through and visual inspections of the workplace.
- Consult workers about their experience with the implemented control measures and how effective they believe them to be; and
- Conduct (or arrange for) basic testing, measuring, and sampling of the workplace environment to compare the results with those obtained before the implementation of the control measures.

Whilst monitoring hazard controls, the following question needs to be addressed:

- Have the control measures been implemented as scheduled and are they currently being used in the workplace?
- Have the control measures been accepted by personnel and what is their opinion on their effectiveness?
- Have there been any occurrences involving hazards since the implementation of the controls?

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- Have the implemented control measures produced any unintended effects, such as changes to work routines or new hazards?

Step 6 - Review the hazard management process.

Reviewing this process is essential to ensure that hazard controls remain relevant and effective over time. The review should occur at least once every two years. The key elements of a review include:

- The hazard management process must be valid in the context of the operating environment of Canberra Valley Institute.
- Improvements in the operating processes of Canberra Valley Institute must be reflected in the hazard management process.
- The process should reflect best practices from an industry perspective in the identification, assessment, and control of hazards; and
- Stakeholders should be enabled to participate in the review to strengthen Canberra Valley Institute's ability to handle workplace safety hazards.

Further guidance on reviewing risk management and hazard management processes can be found in AS/NZS 4360:2004 Risk Management.

5. Responsible Person

- CEO / Academic Manager
- Staff members
- Contractors

6. Review of Policy

Canberra Valley Institute will review Workplace Health & Safety Policy every 12 months or on an as-needed basis (whichever occurs first).