

Work Health and Safety (WHS) Management Policy

Item	Details
Policy Name	Work Health and Safety (WHS) Management Policy
Version	V 1.0
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Approved By	Chief Executive Officer
Policy Owner	Compliance Manager
Next Review	Annual or earlier if required

1. Purpose

Stellar College is committed to providing a safe, healthy, and legally compliant learning and working environment for all staff, students, contractors, visitors, and third-party providers.

The College recognises its duty of care to all persons engaged in training and assessment activities and is committed to preventing workplace injury, illness, and incidents through effective risk management, consultation, training, supervision, and continuous improvement.

This policy outlines the College's obligations under:

- Occupational Health and Safety Act 2004 (VIC)
- Occupational Health and Safety Regulations 2017 (VIC)
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- WorkSafe Victoria Compliance Codes
- SafeWork NSW Codes of Practice
- FSANZ requirements
- Standards for Registered Training Organisations (RTOs) 2025
- ESOS Act 2000
- National Code 2018
- CRICOS requirements
- Applicable Australian Standards and industry-specific safety requirements

This policy applies to all campuses, training locations, simulated workplaces, workshops, kitchens, classrooms, online environments, work placement locations, staff, students, contractors, visitors and approved simulated training facilities used by Stellar College.

2. WHS Commitment

Stellar College is committed to:

- Preventing injury, illness, and unsafe practices
- Providing safe facilities, equipment, and learning environments
- Ensuring safe delivery of training and assessment
- Identifying, assessing, and controlling hazards and risks
- Providing WHS induction to all staff and students
- Ensuring trainers and assessors are competent and supervised
- Providing suitable PPE and safety equipment
- Maintaining emergency preparedness
- Consulting with stakeholders on WHS matters
- Maintaining WHS records and registers
- Ensuring work placement environments are safe
- Complying with all WHS legislation
- Continually improving WHS systems

All persons must take reasonable care for their own health and safety and that of others.

3. Responsibilities

3.1 Chief Executive Officer (CEO)

- Ensure WHS compliance
- Allocate WHS resources
- Maintain safe facilities and equipment
- Monitor WHS performance
- Support continuous improvement

CEO Due Diligence

The Chief Executive Officer will exercise due diligence by:

- Keeping current knowledge of WHS matters

- Understanding operational hazards and risks
- Ensuring adequate WHS resources are available
- Verifying compliance with WHS obligations
- Reviewing WHS performance reports
- Supporting continual improvement of WHS systems

3.2 Compliance Manager / WHS Officer

- Conduct WHS audits and inspections
- Maintain hazard, incident, and corrective action registers
- Coordinate corrective actions
- Ensure WHS induction and training
- Maintain SDS registers
- Coordinate emergency preparedness
- Maintain WHS records
- Oversee SWMS requirements

3.3 Trainers and Assessors

- Provide safe instruction and supervision
- Conduct pre-start safety briefings
- Verify student competency
- Monitor PPE compliance
- Stop unsafe work
- Report hazards and incidents
- Ensure training environments meet industry standards

3.4 Students

- Follow WHS instructions
- Wear required PPE
- Report hazards and incidents
- Use equipment safely

- Participate in WHS induction

3.5 Contractors and Visitors

- Comply with WHS requirements
- Follow site safety instructions
- Wear PPE
- Report hazards and incidents

3.6 First Aid Officers

- Provide first aid
- Maintain first aid kits
- Record treatment
- Report incidents

3.7 Host Employers (Work Placement)

- Provide a safe workplace
- Comply with WHS legislation
- Report incidents involving students
- Participate in monitoring

4. Hazard Identification and Risk Management

Stellar College will:

- Identify hazards
- Conduct risk assessments
- Implement control measures
- Monitor and review risks
- Maintain hazard and incident registers
- Maintain corrective action records

Hierarchy of Controls:

1. Elimination
2. Substitution
3. Isolation

4. Engineering Controls
5. Administrative Controls
6. PPE

5. Plant, Equipment and Machinery Safety

The College will:

- Maintain equipment registers
- Conduct inspections and maintenance
- Ensure Test & Tag compliance
- Remove defective equipment
- Maintain machine guards
- Provide safe use training
- Verify student competency
- Restrict specialised equipment use
- Maintain maintenance records

6. Hazardous Chemicals and Substances

The College will:

- Maintain SDS
- Maintain hazardous substances register
- Ensure correct storage and labelling
- Provide chemical handling training
- Maintain ventilation
- Maintain spill kits
- Provide PPE
- Ensure safe disposal

7. Trade-Specific Hazard Management

Risk controls will be implemented for:

- Manual handling
- Falls

- Slips, trips, falls
- Electrical hazards
- Power tools and machinery
- Glass handling
- Sharp tools
- Silica and wood dust
- Chemicals
- Hot surfaces
- Fire risks
- Noise
- Confined spaces
- Workplace traffic

SWMS, risk assessments, and supervision will be applied as required.

7.1 High-Risk Practical Activities

Where practical training involves higher-risk activities, Stellar College will implement additional controls including:

- Safe Work Method Statements (SWMS)
- Trainer-to-student supervision ratios
- Pre-start equipment inspections
- Restricted access zones
- Competency verification before equipment uses
- Emergency stop procedures
- Manufacturer operating instructions
- Task-specific risk assessments

This applies to activities involving:

- Glass cutting and glazing
- Carpentry and construction tools

- Power tools and machinery
- Commercial kitchen equipment
- Working at heights simulations
- Hazardous substances
- Electrical equipment

8. Emergency Management

The College will maintain procedures for:

- Fire and evacuation
- Chemical spills
- Medical emergencies
- Serious incidents
- Lockdown
- Natural disasters

Emergency equipment includes:

- Fire extinguishers
- Fire blankets
- First aid kits
- Eyewash stations
- Spill kits

Emergency Evacuation Diagrams

- Emergency evacuation diagrams displayed at all campuses, workshops, simulated workplaces and practical training facilities.
- Evacuation maps reviewed whenever facilities are modified.
- Evacuation diagrams will be displayed and drills conducted annually.

9. Incident and Hazard Reporting

All incidents, injuries, hazards, and near misses must be reported immediately.

The College will:

- Investigate incidents
- Identify root causes
- Implement corrective actions
- Monitor effectiveness
- Maintain incident records

Notify the relevant state WHS/OHS regulator of notifiable incidents as required by legislation.

10. WHS Training and Induction

All staff and students will receive WHS induction relevant to their qualification.

Induction includes:

- Emergency procedures
- PPE requirements
- Hazard reporting
- Safe equipment operation
- Chemical handling
- Workshop/kitchen rules

Refresher training will be provided when required.

11. Consultation and Communication

Consultation occurs through:

- Staff meetings
- Toolbox talks
- Student feedback
- WHS committees
- Industry consultation
- Safety briefings

12. International Student Safety

The College will:

- Provide accessible WHS information

- Support language needs
- Provide orientation
- Ensure understanding before practical activities
- Provide access to support services

13. Mental Health and Wellbeing

The College will:

- Promote a respectful environment
- Provide welfare services
- Refer to support services
- Encourage early reporting

14. Continuous Improvement

WHS improvements will occur through:

- Policy reviews
- Audits
- Inspections
- Incident trend analysis
- Emergency reviews
- Feedback
- Regulatory updates
- Work placement monitoring

15. Record Keeping

Records will be maintained for:

- WHS inductions
- Risk assessments
- Incident reports
- Hazard reports
- Emergency drills
- Equipment inspections

- WHS training
- Corrective actions
- Work placement safety

16. WHS Management System Components

Includes:

- WHS Policy
- Risk Assessments
- SWMS
- Hazard Register
- Incident Register
- Corrective Action Register
- Emergency Procedures
- Equipment Maintenance Registers
- Training Records
- Workplace Inspection Checklists
- Continuous Improvement Register

17. Practical Training Activities

Before any practical activity:

- Risk assessment completed
- Safety briefing conducted
- PPE verified
- Equipment inspected
- Student competency confirmed
- Emergency procedures explained
- Supervision maintained

18. Student-to-Trainer Supervision Requirements

Stellar College will ensure practical training activities are supervised by suitably qualified trainers and assessors.

Supervision levels will consider:

- Nature of the activity
- Student experience and competency
- Equipment and machinery being used
- Training package requirements
- Risk assessment outcomes

Additional supervision may be implemented for higher-risk practical activities.

19. Contractor Management

Contractors must:

- Complete induction
- Provide licences
- Follow WHS controls
- Report hazards
- Comply with emergency procedures

20. First Aid Requirements

The College will:

- Maintain first aid kits
- Ensure trained first aid officers
- Record treatment
- Review incidents
- Restock supplies

21. Workshop and Machinery Lockout

Defective equipment will be:

- Removed from service
- Tagged out
- Isolated
- Repaired before reuse

22. Monitoring of Simulated Workplaces

Simulated workplaces will be reviewed to ensure they:

- Reflect industry practice
- Remain safe
- Meet assessment requirements
- Contain required equipment
- Support safe delivery

23. Safety Signage

The College will maintain:

- Evacuation diagrams
- Fire signage
- First aid signage
- PPE signage
- Hazard signs
- Restricted access signage

24. First Aid Officer Requirements

At least one trained First Aid Officer must be present during practical training.

25. Personal Protective Equipment (PPE)

PPE may include:

- Safety boots
- High-visibility clothing
- Safety glasses
- Hearing protection
- Respiratory protection
- Cut-resistant gloves
- Protective aprons
- Welding PPE

No student may participate without required PPE.

26. Workplace Inspections and Audits

Stellar College will conduct scheduled inspections of classrooms, workshops, kitchens, simulated workplaces and common areas. Inspection findings will be documented and corrective actions monitored through completion.

- Scheduled inspections
- Workshop inspections
- Kitchen inspections
- Equipment inspections
- WHS audits

Corrective actions will be monitored.

27. Work Placement and Industry Partner Safety

Before placement:

- Host suitability assessed
- Supervision verified
- WHS obligations confirmed
- Student safety information provided
- Placement monitored

28. Regulatory Compliance

The College will comply with all applicable legislation, regulations, standards and codes of practice including:

- Occupational Health and Safety Act 2004 (VIC)
- Occupational Health and Safety Regulations 2017 (VIC)
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- WorkSafe Victoria Compliance Codes
- SafeWork NSW Codes of Practice
- Standards for Registered Training Organisations (RTOs) 2025
- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

- Food Standards Australia New Zealand (FSANZ) requirements
- Relevant Australian Standards
- Training Package assessment conditions
- Industry-specific safety requirements relevant to construction, glass and glazing, hospitality, commercial kitchens, workshops, simulated workplaces and workplace-based learning.

29. Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- Regulatory requirements change
- Training products change
- Facilities are modified
- Significant incidents occur
- Audit findings require action
- Continuous improvement identifies a need

All amendments will be recorded through document control.

30. Policy Approval

This policy is approved by the Chief Executive Officer and applies to all Stellar College campuses, staff, students, contractors, visitors and approved training locations.

Non-compliance with this policy may result in disciplinary action and/or removal from training activities where safety risks exist.