1.6 Health and Safety

This policy outlines the approach taken by Construction Training Group to ensure a healthy and safe environment for all students, staff and others participating in any activities within the premises or under the employment of Construction Training Group.

Overview

Construction Training Group recognises the importance of providing a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.

Construction Training Group aspires for excellence in workplace health and safety and is committed to providing an environment which is free from risks and conducive to the productivity and efficiency needs of its staff, students and others.

Compliance with Legislation

1.1. Construction Training Group meets the requirements of the *Occupational Health and Safety Act 2004* (Victoria) and complies with all other relevant legislation including the Occupational Health and Safety (Psychological Health) Regulations 2025, codes of practice, Australian Standards, advisory and best practice standards and guidance notes from different industry bodies and regulators (for example, WorkSafe) as well as organisational policies and procedures.

1.2. CTG acknowledges that the Occupational Health and Safety (Psychological Health) Regulations 2025 impose explicit duties on employers to identify psychosocial hazards, eliminate or minimise associated risks so far as reasonably practicable, and consult with employees and Health and Safety Representatives when making decisions relating to these hazards. CTG further recognises that these regulations apply equally to employees and independent contractors.

Organisational Responsibility and Commitment

2.1 Construction Training Group is committed to:

a) Providing a safe and healthy environment (including psychological health) for all students, staff and others during their participation in activities with Construction Training Group.

b) Implementing effective risk management systems that; are relevant and suitable for the organisation's scope of business; promote workplace health and safety at all times; and continuously improve performance in relation to health and safety.

c) Encouraging active participation, cooperation and consultation with all students, staff and others in the promotion and development of measures to improve health and safety.

d) Actively responding to, recording and investigating all incidents.

e) Taking immediate response to reduce the risk of identified hazards.

f) Maintaining relevant policies, procedures, training, codes of conduct and systems to support and communicate effective health and safety practices throughout the organisation.

g) Routinely conducting checks of the organisational environment to assess risks, identify hazards and identify areas for improvement.

h) Identifying, assessing, controlling, and regularly reviewing psychosocial hazards and risks in accordance with the Occupational Health and Safety (Psychological Health) Regulations 2025, including taking all reasonably practicable steps to eliminate or reduce these risks and revising controls when circumstances change. The Occupational Health and Safety (Psychological Health) Regulations 2025 require employers to identify and control psychosocial hazards, such as workload pressures, bullying, fatigue, low role clarity or poor support, and to review and revise controls when work demands or organisational circumstances change. CTG will take all reasonably practicable steps to eliminate or minimise these risks, including implementing organisational changes where required rather than relying solely on training or information sessions.
    - CTG will identify psychosocial hazards by considering factors in work design, systems of work, management of work, the carrying out of work, and interpersonal interactions. Examples include aggression or violence, sexual harassment, exposure to traumatic content, high job demands, low job control, poor organisational change management, poor support, or remote and isolated work.
    - CTG will eliminate psychosocial risks where reasonably practicable, and where elimination is not possible, will reduce risks by altering work design, staffing, systems of work, processes, supervision, or workplace environment.
    - CTG will not rely solely on information, instruction or training as a primary control measure unless higher-level controls are not reasonably practicable.
    - CTG will ensure that all psychosocial risk control measures are properly installed, used and maintained.
    - CTG will consult with Health and Safety Representatives during hazard identification, risk assessment, selection of control measures, and at every stage of review.
    - CTG will review and revise psychosocial risk controls when:
        - changes to systems, processes or equipment may alter risk
        - new information becomes available
        - an employee reports a psychological injury or psychosocial hazard
        - an incident involving psychosocial hazards occurs
        - current controls are not effective
        - an HSR formally requests a review.

i) Providing appropriate induction, information and updates to staff and students about workplace health and safety.

Staff and Student Responsibility

3.1 All staff and students have a responsibility to 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.

3.2 Staff, students and contractors must participate in CTG psychosocial hazard identification processes, cooperate with risk control measures, promptly report psychosocial hazards, and engage in consultation processes as required by the OHS Act and Regulations.

Reporting

4.1 All staff, students and others are required to report any identified hazards and associated risks as soon as they become aware of them.

4.2 All staff, students and others are required to report any incident that causes harm to a person during their participation in work and/or training activities with Construction Training Group.

4.3 CTG requires all psychosocial hazards, including bullying, aggression, fatigue, high job demands, poor support, or exposure to traumatic content, to be reported to the management.

4.4 CTG will implement the issue-resolution procedures if a psychosocial hazard or issue is raised and cannot be immediately resolved.

4.5 **Notifiable Incidents - Incident Notification to WorkSafe**

Serious Risk

WorkSafe defines 'serious risk' as a 'significant risk that has a real chance of materializing.' For an incident to be classified as a 'serious risk,' it must present a genuine possibility of immediately or imminently exposing an individual to a risk to their health or safety.

WorkSafe interprets 'serious risk to the health or safety of a person' as follows:

- The exposure to the incident created a risk that, if it had occurred (i.e., had taken place as a result of a process or series of events), could have led to death or serious injury or illness (indicating the seriousness of potential harm).
- The level of risk was not trivial; there was a real likelihood of the risk materializing (indicating the likelihood of the incident occurring).
- For an incident to be deemed a serious risk to an individual's health or safety, both the potential seriousness of the harm and the likelihood of harm occurring must be assessed.

Imminent Exposure

WorkSafe defines 'imminent' as 'likely to occur at any moment.' 'Imminent exposure' refers to a situation where a person was, or would have been, at risk of serious harm to their health or safety when the incident occurred. For example, an individual may have been exposed to this risk even if they were not physically present at the time of the incident, provided they had been in the vicinity before the incident, would normally be nearby, or were close at the time.

Immediate Exposure

WorkSafe defines 'immediate' as 'happening or done without delay.' 'Immediate exposure' indicates that a person was exposed to a serious risk to their health or safety at the moment the incident occurred, including situations where the person was not injured at that time, or where an illness may develop later due to the exposure.

Reporting

CTG will report the following incidents to WorkSafe:

- The death of an individual.
- An individual requiring medical treatment within 48 hours of exposure to a substance.
- An individual needing immediate hospitalization as an inpatient.
- An individual requiring immediate medical treatment for any of the following injuries:
    - Amputation
    - Serious head injury
    - Serious eye injury
    - Removal of skin (e.g., de-gloving, scalping)
    - Electric shock
    - Spinal injury
    - Loss of bodily function
    - Serious lacerations (e.g., requiring stitches or other medical treatment)

Medical treatment refers to care provided by a registered health practitioner, such as a doctor, nurse, or midwife.

CTG will also report incidents that pose a serious risk to a person's health or safety due to immediate or imminent exposure to:

- An uncontrolled escape, spillage, or leakage of any substance, including dangerous goods as defined by the Dangerous Goods Act 1985.
- An implosion, explosion, or fire.
- Electric shock.
- The fall or release from height of any plant, substance, or object.
- The collapse, overturning, failure, or malfunction of any plant, including those related to mining, as prescribed by the Occupational Health and Safety Regulations 2017 (OHS Regulations), or whose design must be registered in accordance with the OHS Regulations.
- The collapse or partial collapse of a building or structure.
- The collapse or failure of an excavation or mine, or any shoring supporting an excavation or mine.
- The inrush of water, mud, or gas in mining, underground excavation, or tunneling operations.
- The interruption of the main ventilation system in a mine, underground excavation, or tunnel.

Dangerous Goods Incidents

CTG will report all accidents involving dangerous goods to the nearest fire authority or police station, as mandated by the Dangerous Goods Act 1985. This includes incidents involving:

- Fire
- Explosion
- Spills
- Leakage
- Escape

Please note that this requirement does not apply to prescribed dangerous goods or prescribed quantities of dangerous goods.

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Explosive Incidents

CTG will report incidents related to explosives under the Dangerous Goods (Explosives) Regulations 2022. The following incidents must be reported:

- Any incidents involving explosives that result in:
    - Injury to any individual or immediate risk to their health or safety
    - Property damage
- Theft or loss of explosives, including break-ins or attempted break-ins.

Notifying WorkSafe Victoria - Incident Notification Requirements for Plant and Equipment

CTG will notify WorkSafe Victoria of any incidents involving prescribed plant and equipment starting July 1st, 2024, if the incident poses an immediate or imminent serious risk to a person's health or safety. Previously, the list of notifiable plant was limited and did not encompass many commonly used, higher-risk equipment such as tractors, quad bikes, forklifts, excavators, and mining and quarrying equipment.

Under the Occupational Health and Safety Regulations (OHS Regulations), a broader range of plant now requires notification if an incident involves collapse, overturn, failure, malfunction, or damage that exposes an individual to an imminent or immediate serious risk to their health or safety. This means that those responsible for plant and equipment must notify WorkSafe if the incident poses an immediate or imminent serious risk to a person's health or safety.

According to OHS Regulation 74, employers and self-employed individuals must notify WorkSafe when they become aware of an incident that immediately or imminently exposes a person to a serious risk to their health or safety due to the collapse, overturning, failure, malfunction, or damage of:

- Plant that lifts or moves persons or materials (excluding ships, boats, aircraft, or vehicles primarily designed for public road or rail transport, except as noted in sub regulation (4)).
    - Note: Sub regulation (4) states that Division 5 applies to vehicles designed for public road or rail transport if they are being used at a workplace other than a public road or rail.
- Pressure equipment, tractors, explosive-powered tools, turbines, amusement structures
- Earthmoving machinery
- Scaffolds
- Temporary access equipment

Process for Notifiable Incidents - Notifying WorkSafe Victoria – Reporting an Incident

CTG will follow these steps to report an incident to WorkSafe Victoria:

1. If the situation remains dangerous or high-risk, CTG will call emergency services immediately at 000.
2. CTG will confirm whether the incident is notifiable. If there is any uncertainty about which incidents need to be reported, CTG will contact WorkSafe at 13 23 60.
3. CTG will ensure that the incident scene remains undisturbed until a WorkSafe inspector arrives. In the case of a notifiable incident, it is the responsibility of the individual in management or control of the workplace to ensure, as far as reasonably practicable, that the site (including any plant, structures, etc.) is not disturbed until an inspector arrives or otherwise directs.
4. This does not prevent CTG from taking necessary actions to assist any injured persons, protect health or safety, or take steps essential to make the site safe and minimize the risk of further incidents. These actions must only be taken if it is safe to do so.
5. CTG will notify WorkSafe immediately by calling 13 23 60. WorkSafe will record the incident details and send CTG a link to an online incident notification form via email.
6. WorkSafe will advise whether an inspector will visit the site and if the incident scene can be disturbed before the inspector's arrival.
7. CTG will report the incident in writing within 48 hours. After completing and submitting the online incident notification form, CTG will receive a confirmation email with a copy of the records.

Student safety measures

5.1 To ensure the safety and welfare of all students, Construction Training Group applies the following measures:

a) Training and assessment sessions are scheduled with consideration for adult learners working in various trade industries such as the logistics, construction, traffic, and utilities industries.

b) Most courses are designed to run for no more than eight (8) hours per day, including scheduled breaks.

c) Where industry or site-based or work placement activities require extended sessions (for example, equipment operation or equipment availability or daylight-dependent training or work roster-dependent training), classes may be scheduled for up to ten (10) hours in total, with adequate rest and meal breaks provided.

d) Classes organised by Construction Training Group will not commence before 6.00am or extend beyond 8.00pm, unless exceptional operational requirements including the nature of work placement and students' job rosters apply and suitable fatigue management measures are in place.

e) Trainers and assessors monitor their own health and wellbeing, as well as student fatigue, hydration, and general wellbeing throughout the day, to maintain a safe learning environment.

Training and Assessment Venues

As part of Construction Training Group's commitment to the ongoing safety of staff, students and visitors, regular health and safety checks of training and assessment venues will be undertaken.

6.1 Onsite at Construction Training Group

a) On an annual basis a full Occupational Health and Safety inspection will be conducted at all training and assessment facilities owned or leased by Construction Training Group.
b) The RTO Manager will be responsible for coordinating the annual inspection. Such coordination will include the timing and duration of the inspection, and assigning appropriate staff to conduct the inspection. At least two staff members must undertake the inspection.
c) Construction Training Group's approved Training Venue Checklist will be used to guide the inspection and to record outcomes.
d) The completed checklist will be forwarded to the RTO Manager for further analysis and a Remedial Action Plan will be developed where required.
e) The RTO Manager will assign remedial actions to relevant staff, and oversee the completion of all remedial actions.
f) Depending on the nature and risk associated with any identified issues training and assessment may be deferred or re-scheduled.
g) The RTO Manager will also inform the Senior Management Group and other staff of inspection outcomes and any remedial actions at the next scheduled meeting.
h) All records pertaining to the annual Occupational Health and Safety inspection will be retained on file by the RTO Manager.
i) Additional Occupational Health and Safety inspections may be conducted on an as required basis.

6.2 Offsite at client/industry based venues

a) Prior to conducting training and/or assessment at a client/industry venue/site an Occupational Health and Safety inspection will be conducted by the assigned trainer and assessor.
b) Construction Training Group's approved Training Venue Checklist will be used to guide the inspection and to record outcomes.
c) The trainer and assessor will report findings and outcomes of the Training Venue Inspection to the RTO Manager, and where directed the onsite client representative, as soon as possible following completion of the inspection.
d) Outcomes:
    i Where inspection determines that the facility meets requirements of the *National Assessment Instruments* and the *Guide for Assessors* training can proceed as scheduled.
    ii Where inspection determines that the facility does not meet requirements of the *National Assessment Instruments* and the *Guide for Assessors* the assigned trainer/assessor will inform the RTO Manager and the onsite client representative of identified issues.

Depending on the nature and risk associated with any identified issues, training will be deferred or rescheduled until such time as remedial action taken. A follow up inspection will occur to ensure all remedial actions have been undertaken and meet requirements.

iii Where training or assessment has commenced and the trainer/assessor deems the training and/or assessment environment to be unsafe, training and/or assessment must cease and the trainer/assessor must take immediate action to eliminate or reduce any risk to self, students and others. The onsite client representative and the Construction Training Group RTO Manager are to be informed of the issue as soon as possible. The Construction Training Group RTO Manager will provide further direction to the trainer/assessor as to further action. The trainer/assessor is to provide a full verbal and written report of the incident to the Construction Training Group RTO Manager. Training and/or assessment will be deferred until such time that the offsite training/assessment venue is deemed safe.

e) All records pertaining to Occupational Health and Safety inspections of offsite training and assessment facilities will be retained on file by the RTO Manager.

6.3 For courses delivered by CTG in accordance with the National Training Framework for Temporary Traffic Management, CTG partners with Traffic Management Companies to provide practical supervision during the training courses. After successful completion of theoretical (in-class/face-to-face) training, learners will be required to gain practical learning experience. This practical experience will also involve completing a final assessment, which will be assessed by CTG. The practical component aims to ensure that individuals have the opportunity to gain sufficient practical experience before working independently. Traffic control and traffic management activities by the student in a worksite cannot commence unless under the supervision of a qualified and experienced personnel at the worksite (as per the practical assessment requirements) from a Registered Austroads Traffic Management Company/Principal Contractor.

Please refer to the Service Agreement with Austroads for further details about training and assessment materials relevant to Austroads Temporary Traffic Management National Training programs.

Training and Assessment Equipment

7.1 Another component of supporting Construction Training Group's commitment to the ongoing safety of staff, students and visitors is the conduct of regular health and safety checks of training and assessment equipment including plant and pallet racking.

a) Prior to conducting onsite or offsite training and/or assessment safety inspection of relevant equipment and resources will be conducted by the assigned trainer and assessor.
b) Construction Training Group's approved Facilities and Equipment Checklists will be used to guide the inspection and to record outcomes.
c) Specific Facilities and Equipment Checklists are available for each training product delivered and assessed by Construction Training Group. Each checklist guides the trainer/assessor regarding the specific equipment and resources to be available for training and/or assessment and that the equipment and resources are in safe working order and fit for purpose.
d) Courses which incorporate the use of plant require additional pre-start checks to be completed and such checks are detailed on the relevant Facilities and Equipment Checklists.
e) Pallet racking used for training and assessment of various courses should be inspected frequently for damage and overloading, and at least annually to check its integrity. An external pallet racking inspection service will be utilised for annual inspections.
f) Outcomes:
    i Where checks determine that equipment and resources meet safety standards training can proceed as scheduled.
    The completed Facilities and Equipment Checklist to be submitted by the relevant trainer and assessor to Administration staff together with other program records.

    ii Where checks determine that a component/s of equipment and resources do not meet safety requirements the assigned trainer/assessor will isolate the equipment/resource and inform the RTO Manager and/or the offsite client representative of identified issues.

Depending on the nature and risk associated with any identified issues, a Remedial Action Plan will be developed by the RTO Manager, in conjunction with the offsite client representative where required, and training may be deferred or rescheduled until such time as remedial action taken. A follow up inspection will occur to ensure all remedial actions have been undertaken to ensure equipment and resources meet requirements.

Following delivery of training and assessment services the completed Facilities and Equipment Checklist, and Remedial Action Plan, where relevant, will be submitted by the relevant trainer and assessor to Administration staff together with other program records.

Manual handling

Read this section in conjunction with the following:

- A range of resources are available on the WorkSafe website in relation to manual handling. WorkSafe Victoria - Compliance code: Hazardous manual handling, Hazardous manual handling

8.1 The following contribute to injuries especially to your back and shoulders:

- Lifting with your back bowed out.
- Bending and reaching with your back bowed out.
- Slouched sitting.
- Twisting or jerking movements etcetera.

8.2 Practices to reduce risk and prevent injuries to individuals in relation to manual handling:

- Before lifting anything, take a moment to consider the action required:
    - Does the need to lift the item/load have to occur manually?
    - How heavy is it?
    - Where is the item to be moved from?
    - Where does the item need to be moved to?
    - What route is required to be followed?
- Know the load to be lifted or moved (weight, content, dynamic nature, shape etcetera).
- Correct manual handling principles are to be applied.
- Determine the best technique (use of a trolley, assistance from another person etcetera).
- It is a mandatory requirement to arrange assistance when a situation demands a two-person lift or similar, e.g. lifting any heavy parts of plants for maintenance and inspection.
- Maintain appropriate body mechanics (the way we hold our bodies when we sit, stand, lift, carry, bend etcetera):
    - Maintain a correct body alignment (no stooping or hunched shoulders).
    - Maintain natural spinal curves when sitting, standing, lying or moving.
    - Support joints in their normal positions.
    - Bend your knees, not your back, when lifting something from the floor or lower racks.
    - Do not overreach, rather move close to the load/object.

Working in heat or inclement weather

9.1 There is no mandatory legislated temperature limit or conditions preventing employees from working outside during extreme weather events including heat.
Read this section in conjuction with the following:

- WorkSafe Victoria Guidance Note Working in Heat, July 2012
- Safe Work Australia website https://www.safeworkaustralia.gov.au/topic/working-heat

An employer, as a person conducting a business or undertaking, is required to eliminate or minimise risks so far as is reasonably practicable. Construction Training Group, as an employer, will support staff by cancelling or rescheduling certain work tasks until conditions are more favourable, if required. The decision to reschedule work may be made by the management with assistance and input from trainers and administration staff to facilitate any changes required, including informing students.

9.2 All staff members are provided with clothing suitable for hot, cold and wet conditions including head coverings to protect themselves from the sun and to ensure they are dressed appropriately for the conditions they are working in. The management is responsible for ensuring that staff are dressed appropriately for the conditions they are working in. Sunscreen is available to all staff and is to be regularly applied. Requests for additional personal protective equipment are to be submitted to the management for approval and action, where required, to prevent illness/injury.

9.3 Common sense is to be applied by all individuals to manage their own body's response to extreme weather as factors such as age, fitness and acclimatisation may influence a body's response to extreme weather. Where there is an extreme heat event, staff are reminded to maintain hydration and increase their fluid intake.