



4.10 Health and Safety Policy

Refer to Operations Manual, Volume I (OM-I), Chapter 2.

4.11 Related Policies

- Customer Service Charter
- Staff Code of Conduct
- Staff Management Policy
- Training and Assessment Policy
- Student Code of Conduct

4.11.1 Related Procedures, Forms and Documents

- Legislation Guide
- Workplace Injury Register
- Health and Safety Procedure
- Workplace Hazard Report
- Workplace Health and Safety Checklist
- Safety Hazard Control Plan and Safety Risk Scores Worksheet
- Workplace Injury Record
- Home Office Health and Safety Checklist
- Student Safety and Security Plan Template

4.12 Health and Safety Procedure – Purpose

To outline the necessary steps taken to ensure the continued safety of the work environment for all students, staff and others participating in any activities within the premises or under the employment of TVSA Pilot Training.

All employees as well as TVSA Pilot Training are responsible for ensuring a healthy and safe workplace.

4.12.1 Definitions

An Injury

Is any incident that causes harm to a person during their participation in work and/or training activities with TVSA Pilot Training.

A Hazard

Is any potentially dangerous situation within the work/study environment.



4.12.2 Procedure

Table 6-1 Workplace Health and Safety Inspection

Steps	Responsibility
Annual workplace inspections. <ul style="list-style-type: none">• Each worksite will be inspected using the Workplace Health & Safety Checklist at least annually.	CEO
Home office inspections. <ul style="list-style-type: none">• For staff working from a home office the Home Office Health & Safety Checklist is to be completed upon commencement of employment and then annually thereafter.• The staff member must respond to any hazards identified during the process accordingly and record the outcomes on a Safety Hazard Control Plan.• These records are to be provided to the CEO as completed.	All Staff
Control hazards. <ul style="list-style-type: none">• Appropriate actions must be taken to control any identified hazards in accordance with the Health and Safety Policy.• Complete the Safety Hazard Control Plan for all identified hazards.• Hazards and control mechanisms are to be recorded in the central register.• Any risk ratings are to be added to the Risk Management Plan.	CEO



Table 6-2 Identify and Control Hazards

Steps	Responsibility
<p>Identify and control hazards.</p> <ul style="list-style-type: none"> • All staff have a responsibility to respond to hazards and perceived risks to health and safety. • Any staff member who identifies a potential or actual workplace hazard must report it immediately to the CEO using the Workplace Hazard Report. • The CEO will take appropriate actions to control the identified hazards in accordance with the Health and Safety Policy. • The CEO will complete the Safety Hazard Control Plan for all identified hazards. • Hazards and their control mechanisms are to be recorded in the Workplace Injury Register. • Any risk ratings are to be added to the Risk Register. 	<p>CEO</p>

Table 6-3 Workplace Injuries

Steps	Responsibility
<p>Workplace injuries.</p> <ul style="list-style-type: none"> • If an injury occurs in the workplace any persons attending to the incident or witness to the incident are to complete an Incident/Accident Report in Flight School Manager. An alternative version of this form – the Workplace Injury Record – is located within the QMS should FSM be unavailable. • The first person in attendance to a workplace injury should immediately call for help, seeking assistance from the qualified First Aid officer if possible. • Incident/Accident Reports & Workplace Injury Records are to be provided to the CEO who will use the records to gather accounts of the incident and use them as the basis of an investigation into the incident, if required. 	<p>Staff and/or Students</p> <p>CEO</p>



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