

# Health, Hygiene and Safety Policy



## Purpose

This policy outlines the approach taken by Clinton Institute to ensure a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation.

It ensures also compliance with Standard 6 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, Workplace Health and Safety Act whilst ensuring good hygiene practices activities are conducted within or on behalf of Clinton Institute.

## Definitions

**Hygiene:** Practices conducive to maintaining health and preventing disease, especially through Cleanliness

**Hazard:** Potentially dangerous situation within the work/study environment provided by Clinton Institute.

**Incident:** Event or circumstance that leads – or could have lead - to unintended or unnecessary harm during a person's participation in work and/or training activities with Clinton Institute.

**Injury:** Incident that causes harm to a person during their participation in work and/or training activities with Clinton Institute.

**ASQA:** Australian Skills Quality Authority

**ELICOS Standards:** English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018

**National Code:** National Code of Practice for Providers of Education and Training to Overseas Students 2018

**RTO:** Registered Training Organisation

**RTO Standards:** Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework which can be accessed at [www.asqa.gov.au](http://www.asqa.gov.au)

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## Policy



### 1. Compliance

- Through this policy and related procedure, Clinton Institute complies with commonwealth, State and Territory legislation and regulatory requirements relevant to its operations, including but not limited to: meets the requirements of the
  - Work Health and Safety Act 2011 (Cth),
  - Occupational Health and Safety Act 2004 (Vic)
  - Work Health and Safety Act 2012 (Tas)
- Clinton Institute will:
  - Take all reasonable steps to provide a safe environment on campus and advise overseas students and staff on actions they can take to enhance their personal security and safety
  - Provide information to overseas students about how to seek assistance for and report an incident that significantly impacts on their wellbeing, including critical incidents
  - Provide overseas students with or refer them to (including electronically) general information on safety and awareness relevant to life in Australia.
- Clinton Institute ensure that its staff, students and other clients are fully informed of all regulatory requirements where they affect their duties or participation in its educational operations.
- committed to protecting staff and students from harm to health, safety and welfare through the elimination and/or minimisation of risks arising from work and study.

### 2. Working safely

- All staff have a responsibility to work safely, 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.
- Clinton Institute encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.
- All staff will receive induction into their role which will include information about workplace health and safety.

### 3. Access to premises

- All staff and visitors are required to adhere to Clinton Institute's access to premises procedures.

### 4. Workplace, delivery site and home office inspections

- All work and training environments will be routinely inspected to identify safety risks, hazards and identify areas for improvement.

### 5. Hazard identification and risk control

- All staff, students and other individuals are required to report any hazards and safety incidents as soon as they become aware of them. Clinton Institute will take immediate action to respond to an incident, assess risk and control hazard/s where applicable.

### 6. Incidents

- Staff and students are expected to immediately report any incidents that occur at work or during training that impact on an individuals' health or safety.
- Clinton Institute will respond to, investigate and record all incidents that impact on the health and safety of any individual and will take steps to prevent recurrence.

### 7. Safety records

- Records of the organisation's workplace hazards, risks and workplace injuries will be accurately maintained at all times.