



Mastery Institute Australia

**Training Safety
Policy and Procedure**

Version 1.1

Table of Contents

1. Purpose
 2. Policy
 3. Objectives
 4. Guidelines
 5. Procedures
 P&P Version Control

3
 3
 3
 3
 7
 10



1. Purpose

The purpose of this policy and procedure is to:

- identify and assess safety risks to training,
- ensure facilities, resources and equipment for training is safe and ready for use,
- provide a safe and healthy training environment for our staff, students, contractors and visitors, and
- promote a positive safety culture.

Please note, this policy is not intended as an organisation wide work, health and safety policy and procedure. This policy focuses on safety arrangements in support of training and assessment.

2. Policy

Commitment safe training

MIA is committed to the proper management of safety in support of our training. MIA adhere to provide a safe training environment for all staff, students, contractors and visitors by having a planned and systematic approach to the management of training safety. We will provide the necessary resources for the successful implementation of this policy and its supportive procedures. Training safety will be managed through MIA's Management through management meeting and in close consultation with staff, students, contractors and visitors.

3. Objectives

- Hazards and risks to training safety are systematically identified, assessed and, where they cannot be eliminated, are effectively controlled. This includes identifying and managing risks where training involves work-integrated learning, work placements, or other community-based learning;
- Measures to control hazards and risks to training safety are monitored and evaluated regularly;
- Staff are engaged and sought to contribute to training safety matters affecting their health and safety at work;
- Staff, students, contractors and visitors receive appropriate information, training and supervision to understand and carry out their responsibilities safely.

4. Guidelines

The following guidelines are provided as a basis for safe practice in the training and assessment environment. The guidelines are particularly relevant to students, trainers and assessors.



- Know and observe details of emergency response and evacuation plans;
- Do not undertake activities which may cause injury to self or others;
- Follow equipment operating procedures and trainer instructions for the safe operation of equipment;
- No smoking at the training and assessment facilities or offices;
- Report all potential hazards, accidents and near misses to the RTO staff;
- No consumption of alcohol within training and assessment facilities or during the conduct of training and assessment;
- Keep training and assessment areas neat and tidy at all times;
- Observe hygiene standards particularly in student common room and bathroom areas.

4.1 Electrical equipment:

- Electrical equipment that is not working should be reported to the Training Manager.
- Electrical work should only be performed by appropriately licensed Electrician. students, trainers and assessors should not undertake any task related to fixing electrical equipment such as lighting, power outlets or electrical training aids.

4.2 Fire safety:

- All users of a training and assessment facility need to be familiar with the location of all EXITS and fire extinguishers. Users are to consult available maps to determine location.
- It is the user's responsibility to understand fire drill procedures displayed around the premises.
- Users are asked to attend any practice sessions on fire safety evacuation procedures and the use of fire safety devices.

4.3 First aid:

- Provision for first aid facilities are available where training is delivered.
- A first aid kit is located at MIA reception.
- All accidents must be reported to MIA staff.



- The accident and any first aid administered must be recorded by staff involved.
- Safety incident report are to be completed on any incident requiring first aid or near miss.

4.4 Computer facilities:

- Extended periods of work with computers can result in general fatigue and eye strain. Repetitive tasks and incorrect posture will result in consistent aches and pains.
- Current work health and safety guidelines indicate that people working for long periods at computers should organise their work to allow a five-to-ten-minute rest every hour. This rest should include a change of position and stretching exercises as appropriate.
- Posture can be improved by adjusting chair height so that the operator's feet are comfortably placed on the floor (or footrest) and your arms are at an approximately 90-degree angle.
- The screen should be positioned to avoid reflection from lights and windows and at a suitable distance so that it can be easily read.

4.5 Lifting:

- students, trainers and assessors are encouraged not to lift anything related to the training and assessment provided unless directed to do so by the Trainer.
- If you have experienced back problems in the past do not attempt to lift anything at all and advise the Trainer of any limitation.
- Never attempt to lift anything that is beyond your capacity.

4.6 Work and study areas:

- Always ensure that all work areas are clean and clear to avoid the danger of accident by tripping or falling over.
- Place all rubbish in the bins provided.
- Ensure that kitchen bench spaces are left clean and tidy and that all dishes are washed.
- Do not leave tea towels or any cleaning cloths in a bundle on the bench tops or draped near any bin.
- Do not sit or climb on any desks or tables.
- Do not leave bags or garments on the floor obstructing passageways.

4.7 Work integrated training

- All students must complete workplace health and safety induction before any work integrated training commences.
- Students must have access to appropriate clothing and personal protective equipment required by the workplace.
- Appropriate supervision arrangements in the workplace must be established to ensure that the student's safe participation is monitored.
- Hazard risk assessment on planned work integrated training must be completed to identify the likelihood and consequence of injury or harm occurring and appropriate risk reduction measures.
- Students must be briefed and provided contact details to contact MIA staffs and workplace supervisor if feel that the situation in the workplace is not safe.

4.8 Training facilities

- Training Manager or delegate to conduct a walk around each morning to confirm the training environment is safe and ready for use.
- A building assessment should be conducted every six months to assess a facility general suitability for safe access.
- Training venue suitability checklist should be completed on any new training venues use on an as required basis.
- Hazard risk assessment must be completed and approved by the Training Manager on any training activity that is conducted outside of a classroom or a controlled environment.

4.9 Psychosocial Hazards

- Staff and students should report any concerns about bullying, harassment, or workload pressures to the appropriate supervisor/coordinator immediately.
- Utilise MIA's support services, with students using student support services.
- Take regular breaks, maintain healthy boundaries, and engage in stress-reduction activities during intense work and study periods.



- Maintain clear, respectful communication channels between all parties, with set response timeframes
- Attend relevant professional development (staff) or seek study skills support (students) to build resilience and capability
- Keep up-to-date with RTO policies and procedures through appropriate channels (staff) or Student Handbook (students)
- Contribute to improvement through established feedback channels

5. Procedures

5.1 Training Safety

5.1.1 Conducting a hazard risk assessment for a planned activity

The following procedure is to be followed for the conduct of a hazard risk assessment which must be conducted on any planned training activity that is conducted outside of a classroom or a controlled environment.

- **Identify the Hazard:** Undertake an analysis of the planned activity and recognise any potential safety risk in the workplace or training environment. This could be anything from human error or miscalculation, a spill on the floor to malfunctioning equipment. Identified hazards are to be recorded in the Hazard Risk Control Register.
- **Identify Existing Controls:** Identify what existing controls are already in place to mitigate the hazard considering how effective these controls are and how well they are established and implemented.
- **Assess the Risk:** Evaluate the potential risk associated with the hazard. Consider the likelihood of an accident occurring and the possible severity of its consequences also considering any existing controls. A risk assessment involves looking at what could happen if someone is exposed to a hazard and the likelihood of it happening. The risk is assessed by:

Using the Hazard Assessment Tool, consider the likelihood of the hazard eventuating.

Using the Hazard Consequence Assessment Tool, consider the consequence if the hazard were to eventuate.

Using the Hazard Risk Evaluation Matrix Tool, compare the likelihood rating and the consequence rating and identifying the risk level considering any existing controls.

Record the identified risk and risk rating in the Hazard Risk Control Register.

- **Identify Additional Hazard Controls.** Use the Hierarchy of Controls Measures Tool to identify and allocate additional controls to eliminate and/or to reduce exposure to hazards. These controls should seek to enable the activity to proceed with reasonable and practical controls to ensure participant safety. Record the hazard controls in the Hazard Risk Control Register.
- **Prepare a Hazard Implementation Plan.** Using the Hazard Control Implementation Plan form, Identify the planned activity and allocate a Hazard reference number and activity description. Complete the form by recording the following for each identified hazard:

- .1 Hazard Controls
- .2 Actions to be taken
- .3 Resources identified
- .4 Persons responsible
- .5 Timetable for implementation

Review Date

- **Implement the Hazard Implementation Plan.** Implement the hazard implementation plan prior to commencing the planned activity. Ensure all participants are briefed on the hazards and the controls. Report back the effectiveness of controls to the management committee.

5.1.2 Responding to unplanned risks and hazards

Any students or staff who encounter unplanned safety risk with the facilities, resources and equipment provided by the RTO or third parties, are to respond using the following steps:

1. **Identify the Hazard:** Recognise any potential safety risk in the workplace or training environment. This could be anything from a spill on the floor to malfunctioning equipment.
2. **Assess the Risk:** Evaluate the potential risk associated with the hazard. Consider the likelihood of an accident occurring and the possible severity of its consequences.
3. **Control the Area:** If possible, isolate the hazard to prevent further risk. This could involve cordoning off the area, shutting down equipment, or evacuating the area if necessary.



4. **Notify the Relevant Personnel:** Report the hazard immediately to your trainer who will report the hazard to the Training Manager or Office Manager. Provide them with detailed information about the hazard and its location.
5. **Take Immediate Action if Necessary:** If the situation requires immediate intervention to prevent harm (like turning off power to prevent electrocution or using a fire extinguisher on a small fire), do so if you are trained and it is safe.
6. **Record the Hazard and Risk:** The trainer or senior manager, will document the hazard and risk and the actions taken in response using the Forms – *Hazard Control Register, and Safety Incident Report*. This record can be important for future safety planning and may be required for compliance with workplace safety regulations.
7. **Review and Follow Up:** After the immediate hazard has been addressed, conduct a review of the incident. This should include an analysis of how the hazard occurred, what was done to respond to it, and what can be done to prevent it in the future. This review should be led by management.
8. **Implement Corrective Actions:** Based on the review, take steps to prevent the hazard from recurring. This could involve changes to procedures, additional training for staff, students, or modifications to equipment or the environment.
9. **Monitor the Situation:** Keep an eye on the area or situation to ensure that the hazard has been effectively mitigated and that no new risks have emerged.
10. **Continual Improvement:** Use the experience as a learning opportunity for continual improvement in workplace safety practices. Record any identified opportunities for improvement in a *Continuous Improvement Report* and refer this through to the management meeting.

5.1.3 Responding to an Emergency during Training

1. Immediately notify MIA staff who will contact emergency services.
2. At the sound of the fire alarm or upon receiving evacuation instructions, cease all activities and exit the building without delay.
3. Stay calm, listen carefully, and comply with all directions from MIA staff or emergency responders.
4. Use the nearest available exit or your designated evacuation route and gather at the specified Emergency Assembly Point.
5. Exit immediately without taking time to collect personal items or search for others.



6. Keep all fire hydrants and access routes clear for emergency response teams and their equipment.
Wait for explicit permission from MIA staff or emergency personnel before returning to the building.

P&P Version Control	
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Standards:	Outcome Standards for RTOs, Standard 1.8 and 4.3
Responsibility	CEO and Compliance Team
Reference	Outcome Standards for Registered Training Organisations, Quality Area 1 – Training and Assessment, Standard 1.8: (b) where facilities, resources and equipment are provided by the RTO or third parties, how it ensures: (i) the ongoing suitability and safety of the facilities, resources and equipment for the VET student cohort. Outcome Standards for Registered Training Organisations, Quality Area 4 – Governance, Standard 4.3. Risks to VET students, staff and the RTO are identified and managed. Work Health and Safety (Managing Psychosocial Hazards at Work) Code of Practice 2024