

Work Health and Safety Policy



1. Purpose

VEG Education is fully committed to providing a safe, healthy, and supportive learning environment for its staff, learners, contractors, and visitors, in accordance with the Standards for RTOs 2025 and all relevant Federal, State, and Territory legislation, including the Work Health and Safety Act 2011 and associated regulations.

2. Policy Statement

VEG Education ensures:

- A safe and healthy environment for all vocational education activities and training settings;
 - Proactive identification and management of hazards and risks;
 - All individuals are informed of relevant health, safety, and emergency procedures before participation;
 - Ongoing compliance with laws and sector standards regarding work health, safety, and welfare.
-

3. Policy Principles

3.1 Consultation & Participation

- WHS is managed through consultation with staff and stakeholders, enabling participation in WHS planning and decisions.

3.2 Risk Management

- Risk management is central to all activities, including regular hazard and safety risk assessments, clear signage, and comprehensive evacuation and emergency procedures.
- Directors conduct bi-annual safety risk audits; findings are tracked in the Continuous Improvement Register.

3.3 Safe Systems and Environments

- Regular workplace and training area inspections are undertaken.
- Ergonomic and safe equipment is provided, maintained, and monitored.
- Environmental protection, proper disposal of waste, and safe storage of materials are actively pursued.

Work Health and Safety Policy



3.4 First Aid

- Competent first aiders are available at all times.
- First aid is provided only by appropriately qualified staff.

3.5 Hazard Management

- Trainers/Assessors conduct daily safety inspections prior to commencing activities.
- Identified hazards must be reported immediately to responsible management.
- Hazard management steps: identification, assessment, control, and ongoing review.

3.6 Incident & Emergency Management

- Immediate reporting of all incidents/accidents to management.
- Emergency plans are in place and must be followed, including first aid, evacuation protocols, and hazard correction.

4. Responsibilities

4.1 Organisation Duty of Care

VEG Education will:

- Provide and maintain safe facilities, equipment, and systems of work.
- Monitor the environment to sustain safe conditions.
- Ensure workers and learners receive WHS information and training, including incident reporting.
- Nominate staff to represent both the organisation and workers for WHS matters.

4.2 Worker & Learner Duty of Care

All employees, contractors, and learners must:

- Take reasonable care for their own health and safety and that of others affected by their actions or omissions.
 - Cooperate with all WHS policies, procedures, and directions.
 - Avoid interfering with or misusing safety equipment.
 - Refrain from actions that risk health and safety of self and others.
-

Work Health and Safety Policy



5. Legislative Compliance

Velisha Education Group complies with all relevant legislation, including but not limited to the Work Health and Safety Act 2011, to provide consistent, fair, and effective health, safety, and welfare protections for all stakeholders.

6. Records Management

All documentation related to WHS including hazard registers, incident reports, safety audits, and improvement actions are securely maintained and managed according to the Records Management Policy.

7. Monitoring and Continuous Improvement

WHS practices are continuously monitored by the CEO, with regular review of audit findings, stakeholder feedback, and regulatory changes, and improvement actions documented to support ongoing compliance and sector best practice (see Continuous Improvement Policy).