



P-021 WORK HEALTH AND SAFETY (WHS) POLICY AND PROCEDURE

P-021 Work Health and Safety (WHS) Policy and Procedure v1.0

1. Purpose

The purpose of this policy is to affirm Dijan Training Program Ltd (DTP) commitment to ensuring a safe and healthy environment for all individuals involved in our education and training services. This includes students, staff, contractors, and visitors across all premises and off-site locations where DTP operates. The policy underpins our organisational goal of fostering a proactive safety culture, maintaining full compliance with WHS legislation, and supporting the wellbeing of all stakeholders through the promotion of a risk-aware learning and working environment.

2. Scope

This policy applies to:

- All Dijan Training Program Ltd employees and contractors
 - Current and prospective students, trainees, and apprentices
 - Volunteers and visitors to all DTP campuses and facilities
 - Third-party providers acting on behalf of DTP
 - Off-site training and educational activities, including community-based projects, accommodation and remote delivery settings
 - Online learning platforms and digital environments
-

3. Legislative and Regulatory Framework

This WHS Policy complies with the following legislative frameworks:

- Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
- Work Health and Safety Regulations 2011 (NT)
- Model Codes of Practice including risk management, manual tasks, first aid, and emergency planning
- Australian Standards (AS/NZS 4801:2001) for Occupational Health and Safety Management Systems
- Standards for RTOs 2015, particularly:
 - Clause 2.2 - Systematic monitoring of learner support needs
 - Clause 4.1 - Fit-for-purpose facilities and equipment
 - Clause 7.4 The RTO holds public liability insurance
 - Clause 8.5-8.6 - Compliance with legislation and ongoing risk monitoring

4. Policy Statement

Dijan Training Program Ltd recognises its moral and legal responsibility to provide a safe and healthy work and learning environment.

Our leadership is committed to:

- Preventing work-related injuries, illnesses, and accidents
 - Promoting WHS as a shared responsibility among all stakeholders
 - Embedding WHS principles in our training design, operational procedures, facilities management, and digital environments
 - Ensuring that staff and students understand their obligations through comprehensive induction and continuous professional development
 - Supporting inclusive and culturally safe practices, particularly when working with Aboriginal and Torres Strait Islander communities.
-

5. Responsibilities

Chief Executive Officer (CEO)

- Provide leadership for WHS policy implementation
- Ensures public liability insurance covers the scope of operations and holds a certificate of currency
- Allocate resources for effective WHS risk controls and implementation
- Champion a culture of safety accountability at all organisational levels

RTO Business Manager and RTO Senior Compliance Manager

- Conduct scheduled WHS inspections using the relevant to the situation, tools and checklists
- Ensure hazard registers are up to date and incidents are documented and investigated
- Provide WHS data for internal audits and compliance reporting

Teachers, Assessors and Senior Compliance Manager

- Integrate WHS principles into lesson delivery, particularly in training with practical components (e.g. Health sector)
- Supervise safe conduct during simulations and workplace-based training
- Identify and respond to learner-specific support needs related to physical or psychological safety

Employees and Contractors

- Follow safe work procedures and policies

- Immediately report hazards, incidents, and near misses
- Contribute to WHS consultation processes

Students, Volunteers and Visitors

- Act responsibly to protect their own health and safety and that of others
- Use safety equipment and comply with instructions and signage
- Report any hazards or incidents to DTP staff immediately

6. Risk Management

DTP follows a structured risk management approach by:

- Conducting pre-delivery risk assessments for every new training location
 - Maintaining compliance with facilities via the General WHS Checklist -Quarterly
 - Managing chemical use and storage based on MSDS and applicable standards
 - Providing regular fire and emergency evacuation drills
 - Identifying psychosocial hazards including stress, bullying, and harassment, and ensuring access to support services
-

7. Consultation and Communication

DTP maintains active consultation practices through:

- Staff and learner briefings
 - Formal feedback channels embedded in evaluation surveys
 - Updates to WHS legislation and changes documented in the Legislation Register
 - WHS presentations on governance bodies and advisory committee sites
 - Inclusion of WHS topics in team meetings and professional development
 - Providing translated safety materials and visual signage in learning spaces
-

8. Emergency and Incident Management

DTP's Critical Incident Management Policy outlines the response framework, including:

- Immediate safety measures and first aid protocols
 - Activation of site-specific emergency response plans
 - Completion of Incident Accident Report Forms and updates to the Accident/Incident Register
 - Communication procedures with emergency services, families, and relevant authorities
-

9. Related Documents

WHS Checklist *see attached*

Critical Incident Report Form

Risk Management Policy and Procedure

Critical Incident and Continuous Improvement Policy and Procedure

Accident Incident Register

Stakeholder Responsibilities and Engagement policy

Risk Management Action Plan

Emergency Evacuation Plan *see attached*

Learner Handbook

Code of Conduct

Accident- Incident Report Form

Accident Incident Register

Continuous Improvement Register

10. Review and Continuous Improvement

The policy will be reviewed:

Annually, in line with the organisation's Quality Assurance Calendar

After any critical incident, WHS non-compliance event, or change to legislation

Based on audit outcomes or stakeholder feedback

Each review will consider:

- Trends in incident reports
- Stakeholder satisfaction and WHS consultation feedback
- Benchmarking against industry best practice

Updated versions will be approved by the CEO and disseminated through staff briefings, newsletters, and the intranet.

RTO Standard Clause	Description	Mapped WHS Policy Section
Clause 2.2	The RTO systematically monitors the services provided to learners and collects feedback to improve safety and effectiveness.	Section 6: Risk Management; Section 7: Consultation and Communication; Section 10: Review and Continuous Improvement
Clause 8.5	The RTO complies with Commonwealth, state or territory legislation and regulatory requirements relevant to its operations.	Section 3: Legislative and Regulatory Framework; Section 4: Policy Statement
Clause 8.6	The RTO ensures its staff and clients are informed of legislative and regulatory requirements that affect their duties.	Section 5: Responsibilities; Section 7: Consultation and Communication; Section 9: Related Documents

General WHS Checklist -Quarterly

Venue:		Date of Inspection:	/	/
Address:				
		Yes	No	N/A
1.	Fire			
a)	Extinguishers are in place			
b)	Are clearly marked			
c)	Have been serviced in the past 6 months			
d)	Area around extinguishers is clear for a 1-meter radius			
e)	Fire exit signs are in working order			
f)	Exit doors are not blocked			
g)	Exit doors can easily be opened			
h)	Fire alarm is in working order			
i)	Emergency plan is displayed			
j)	Date of last fire evacuation drill			
2.	Electrical			
a)	No broken plugs, sockets or switches			
b)	No frayed or damaged leads			
c)	Portable power tools in good condition			
d)	No temporary leads on the floor			
e)	Testing and tagging of electrical items has been completed			
3.	General Lighting			
a)	There is adequate illumination in working areas			
b)	There is good natural lighting			
c)	There is no direct or reflected glare			
d)	Light fittings are in good working condition and are clean			
e)	Emergency lighting is operational			
4.	Walkways			
a)	No oil or grease			
b)	Walkways are clearly marked			
c)	Walkways are clear of obstructions			
d)	There is unobstructed vision at intersections			
e)	Stairs not blocked and are in good condition			

		Yes	No	N/A
5.	Rubbish			
a)	Bins are located at suitable points			
b)	Bins are not overflowing			
c)	Bins are emptied regularly			
6.	Work Benches			
a)	Clear of clutter			
b)	Tools are stored properly			
c)	Adequate work height			
d)	No sharp edges			
7.	Storage			
a)	Materials stored in racks in a safe manner			
b)	Pallets are in good condition (no broken wood)			
c)	Floor around racking is clear of clutter			
d)	Racking is in good condition, no damaged uprights, beams etc.			
8.	Chemicals			
a)	MSDS for all chemicals			
b)	MSDS Register is available and up to date			
c)	Containers are clearly and accurately labelled			
d)	All chemicals are stored in accordance with the MSDS			
9.	First Aid			
a)	First aid kits and contents clean and orderly			
b)	First aid kit is adequately stocked			
c)	Easy access to kit			
d)	All employees are aware of location of first aid kits			
e)	At least one employee on site with current Senior First Aid cert			
10.	Floors			
a)	Even surface with no large cracks, holes or trip hazards			
b)	Floors are not cluttered			
c)	Floors are free from slip hazards			

Evacuation Plan

20 Second Street Katherine NT

