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| Institution | Mercury Institute of Victoria |
| Policy Name | Work Health and Safety Policy and Procedure |
| Policy Governance | Compliance Manager |
| Date of Approval | June 2020 |
| Review Date | June 2021 |
| Version No. | 4.0 |

PURPOSE

Mercury Institute of Victoria is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). To ensure Mercury Institute of Victoria will comply with relevant Commonwealth Work Health and Safety (OHS) Act and regulatory requirements that are relevant to its operation and it's Scope of Registration.

SCOPE

Mercury Institute of Victoria ensures that all staff and students are fully informed of these safety and health requirements including Emergency Procedures that affect their duties or participation in vocational education and training.

PROCEDURE

- 1) Mercury Institute of Victoria considers Risk Management a top priority in all activities on and off site and WHS is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.
- 2) The Administration Manager conduct bi-annual Risk Audits (May and November each year) using the *WHS Inspection Checklist* and enter any identified Actions into the Continuous Improvement Register. This includes an Action Date and a Date Closed so that the Administration Officer can follow up any issues with Administration Manager.



- 3) Mercury Institute of Victoria at all times plans for and monitors its staff and students wherever they are working. Evaluation of WHS matters is included in the Moderation Meetings held either concurrent with contractor meetings; at the end of a Module or Course as relevant.
- 4) Mercury Institute of Victoria provides ergonomic equipment at all times and its safe use is discussed at staff meetings regularly. Safe plant and equipment are provided and maintained by Mercury Institute of Victoria.
- 5) Environmental protection is Mercury Institute of Victoria concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.