PIONEER COLLEGE
RTO: 45763 CRICOS: 03956A

Health and Safety

Policy and Associated Procedures

July 2026

Pioneer Education Institute Pty Ltd t/a Pioneer College

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1. Purpose and Scope

1.1 This policy and associated procedures outline Pioneer College's (hereafter referred to as 'Pioneer') approach to managing health and safety of all staff, students, contractors and visitors.

1.1.1 This policy and associated procedures meet the requirements of Standard 4.3 of the Outcome Standards for RTOs and compliance with other requirements in the Compliance Requirements, as well as Standard 6.9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Standard P7.2 of the ELICOS Standards.

1.1.2 This policy applies to all staff, contractors, students and visitors, and applies to all delivery modes of training products delivered under the scope of registration.

1.1.3 This policy applies to all Pioneer campuses, facilities and delivery locations.

1.1.4 The CEO/ PEO is responsible for overall health and safety management as outlined in this policy and associated procedures.

2. Related Documents

Critical Incident Policy and Associated Procedures

Incident Report Form

Emergency Evacuation Plan

Student and Staff Handbooks

Memorandum of Understanding (MoU)

3. Related Legislation

3.1 *Education Services for Overseas Students (ESOS) Act 2000*, specifically the *National Code 2018*

3.2 *National Vocational Education and Training Regulator (NVR) Act 2011*, specifically the *2025 Standards for Registered Training Organisations (RTOs)*

This policy and associated procedures will contribute to Pioneer complying with other requirements such as included in the:

- *Work Health and Safety Act 2020 (WA)*
- *Privacy Act 1988*
- *ELICOS Standards 2018*
- *Public Health Act 2016 (WA)*
- *Mental Health Act 2014 (WA)*
- *Equal Opportunity Act 1984 (WA)*

4. Definitions

Hazard	Anything that has the potential to cause harm. This includes physical injury, illness, or damage to property or the environment.
Risk	The likelihood that harm will occur from exposure to a hazard. In the workplace, risk is any situation in which someone or something of value is exposed to danger, harm or loss.
Incident	Any unplanned event that results in, or could have resulted in, injury, illness, damage or loss.
Emergency	Any serious, unexpected, and often dangerous situation requiring immediate action.

5. Policy Statements

5.1 Compliance with Legislation

5.1.1 Pioneer meets the requirements of the WHS legislation for the State/Territory in which it is based and complies with all other relevant legislation, regulations, codes of practice, advisory and best practice standards.

5.2 Organisation Responsibility and Commitment

Pioneer is committed to:

5.2.1 Providing a safe and healthy environment for all staff, students, contractors and visitors and others during their participation in activities with Pioneer.

5.2.2 Implementing effective risk management systems that are relevant and suitable for Pioneer's scope of business.

5.2.3 Promoting workplace health and safety at all times.

5.2.4 Continuously improving performance in relation to health and safety.

5.2.5 Encouraging active participation, cooperation and consultation with all staff and others in the promotion and development of measures to improve health and safety.

5.2.6 Actively responding to, recording and investigating all incidents.

5.2.7 Maintaining relevant policies, procedures, training, codes of conduct and systems to support and communicate effective health and safety practices throughout Pioneer.

5.2.8 Routinely conducting checks of the work environment to assess risks, identify hazards and identify areas for improvement.

5.2.9 Taking immediate response to reduce the risk of identified workplace hazards.

5.2.10 Providing appropriate induction, training, information and updates to staff, students and others on a regular basis about workplace health and safety.

5.3 Health and Safety Consultation and Communication

5.3.1 Health and safety consultation and communication will be carried out as follows:

5.3.1.1 Monthly team meetings

5.3.1.2 One off meetings to discuss health and safety issues arising.

5.3.1.3 Briefing sessions on new or updated health and safety requirements/ information.

5.3.2 Records of all meetings will be kept and action plans to address issues will be drawn up as required.

5.3.3 Follow up of actions to be taken will occur through regular team meetings.

5.3.4 All staff and students are encouraged to participate in safety decision-making.

5.4 Reporting and Record Keeping

5.4.1 All staff, and others are required to report any identified workplace hazards and associated risks as soon as they become aware of them.

5.4.2 All staff, and others are required to report any incident that causes harm to a person during their participation in work and/or training activities with Pioneer.

5.4.3 Appropriate records of Pioneer's risk management strategy, workplace hazards and workplace injuries will be accurately maintained at all times.

6. Procedures

6.1 Hazard Identification and Risk Management

6.1.1 Pioneer identifies and actions WHS issues on an ongoing basis.

6.1.2 Pioneer consults with staff on WHS issues identified.

6.1.3 Pioneer actions WHS issues as required.

6.1.4 Pioneer ensures all visitors sign in and out on the Visitor Register.

6.1.5 Pioneer keeps all health and safety records.

6.1.6 Pioneer conducts regular workplace inspections for hazards and risks.

6.1.7 Pioneer controls hazards and risks using selected control methods and reports hazards and risks.

6.2 Incident Reporting and Investigation

6.2.1 Pioneer reports any incidents using the Incident Report Form. All incidents, injuries and near misses must be reported within 24 hours.

6.2.2 The Incident Report Form is submitted to the Compliance Officer for recording in the Critical Incident Register, and escalated to senior management.

6.2.3 In the case of an injury, the first staff member to become aware of the incident must act as Designated Officer (given they are trained in incident response procedures) and must contact the Critical Incident Response Team (CIRT) Leader and senior management. In the case of a serious injury, emergency services must be contacted immediately.

6.2.4 Investigation of incident must be conducted as soon as practicable to prevent recurrence.

6.3 Emergency Management

6.3.1 All Pioneer staff, and others must follow the Emergency Evacuation Plan during an emergency in which the building must be evacuated. This includes, but is not limited to:

6.3.1.1 Fire and smoke

6.3.1.2 Medical emergencies

6.3.1.3 Hazardous materials

6.3.1.4 Bomb threats or suspicious packages

6.3.1.5 Acts of violence or security breaches

6.3.1.6 Natural disasters

6.3.1.7 Pandemic or communicable disease outbreaks

6.3.2 Pioneer reviews emergency plans and procedures annually, or when a significant change to premises, staffing or risks occurs.

6.3.3 Pioneer displays Evacuation Diagrams in all main areas for visibility. This includes emergency numbers on display.

6.3.4 Pioneer provides emergency procedure training. This includes first aid training.

6.3.5 Pioneer maintains an up-to-date first aid kit in the workplace.

6.3.6 Evacuation Procedures:

6.3.6.1 Upon hearing the evacuation alarm or receiving instructions, remain calm and follow the directives of either the Designated Officer or CIRT Leader.

6.3.6.2 Leave via the nearest safe exit as directed. Do not use lifts.

6.3.6.3 Proceed to the designated assembly area.

6.3.6.4 Wait for the “all-clear” before re-entering the building or leaving. The designated official is responsible for roll call during this time to ensure all persons are safe.

6.3.7 Lockdown Procedures:

6.3.7.1 Initiate lockdown if there is a threat of violence, armed intruder, or security incident.

6.3.7.2 Staff must secure doors, turn off lights, silence phones and move any occupants out of sight from windows and doors.

6.3.7.3 CIRT communicates and waits for instructions from emergency services.

6.3.8 Pioneer participates in an emergency drill at least annually, as organised by the Building Manager.

6.4 Training and Induction

6.4.1 All new staff, contractors and students are provided with WHS policies and procedures during induction/ orientation.

6.4.2 All staff are trained in hazard reporting, emergency procedures and wellbeing, and are provided with the relevant resources.

6.5 Work Placement and Off-site Safety

6.5.1 Work placement must be approved by the Academic Manager/ Training Co-ordinator before commencement.

6.5.2 A Work Placement Agreement must be signed before placement starts to ensure responsibility of the host workplace.

6.5.3 Students are made aware of behavioural expectations and conduct, including safe decision-making and appropriate supervision arrangements.

6.5.4 Pioneer maintains regular contact with the student and workplace supervisor.

7. Health and Wellbeing

7.1 Commitment to Wellbeing

Pioneer is committed to:

7.1.1 Providing a safe and inclusive environment for all staff, students, contractors and visitors.

7.1.2 Supporting staff and student welfare, including access to necessary support resources.

7.1.3 Recognising cultural diversity and ensuring culturally sensitive wellbeing support.

7.1.4 Maintaining clean and hygienic facilities, including access to drinking water and sanitary amenities.

7.2 Welfare Support

7.2.1 Staff and students are provided with information about access to counselling services, crisis support services and strategies for managing stress.

7.2.2 CRICOS and ELICOS students will receive additional information regarding adjusting to life in Australia, language support and more in the student handbook.

7.2.3 Trainers and assessors may make appropriate reasonable adjustments for students.

7.2.4 Trainers and assessors may refer students to appropriate internal or external support services where needed.

7.3 All health and wellbeing matters will be handled confidentially, in compliance with the *Privacy Act 1988.* Personal information will only be shared with relevant staff or services when necessary for safety or legal compliance.

8. Policy Review

8.1 Policy review is undertaken by the CEO with input from relevant staff.

8.2 Policy reviews are identified by an annual review cycle, or through audit and continuous improvement activities. An earlier review may occur if legislative or regulatory changes occur, or if a significant incident or near miss occurs.

8.3 The CEO actions the changes and updates the policies and associated procedures manual accordingly.

8.4 The CEO communicates amendments to policies and associated procedures to all relevant staff via email and/ or staff meetings.

8.5 Changes will be recorded in the updated version control and Document History.

9. Responsibilities

9.1 The CEO/PEO is responsible for, but not limited to:

9.1.1 Providing overall leadership in workplace health, safety and wellbeing.

9.1.2 Ensuring Pioneer complies with all relevant WHS legislation and standards.

9.1.3 Approving and reviewing the Health and Safety Policy and Associated Procedures.

9.1.4 Overseeing critical incident responses and ensuring serious incidents are appropriately reported on.

9.1.5 Promoting a safety-first culture across the organisation.

9.2 The Academic Manager/ Training Co-ordinator is responsible for, but not limited to:

9.2.1 Ensuring safe learning environments at all times, throughout the facility.

9.2.2 Overseeing Trainer and Assessor compliance with safety requirements.

9.2.3 Ensuring CRICOS and ELICOS student support obligations are met.

9.2.4 Ensuring Trainers and Assessors are briefed on emergency procedures and WHS.

9.2.5 Monitoring and acting on feedback regarding safety concerns in academic areas.

9.3 Trainers and Assessors are responsible for, but not limited to:

9.3.1 Implementing and monitoring safe work practices during training and assessment.

9.3.2 Delivering safety briefings before activities begin.

9.3.3 Supervising students to ensure compliance with safety protocols.

9.3.4 Identifying and reporting on hazards and performing risk assessments.

9.3.5 Making reasonable adjustments to accommodate students with specific needs.

9.3.6 Assisting in evacuations or lockdowns.

9.3.7 Ensuring work placement hosts have suitable safety measures in place.

9.4 The Compliance Team is responsible for, but not limited to:

9.4.1 Ensuring all WHS requirements are documented, monitored and met.

9.4.2 Maintaining and reviewing safety records, including but not limited to:

9.4.2.1 Incident reports

9.4.2.2 Risk assessments

9.4.2.3 Meeting minutes including Safety Agendas

9.4.3 Co-ordinating policy reviews and updates in line with legislative changes.

9.4.4 Communicating compliance obligations and training to staff on WHS.

9.5 Administration Staff are responsible for, but not limited to:

9.5.1 Ensuring all incident reports are recorded, filed and forwarded to the relevant Manager/ Officer.

9.5.2 Assisting with safety communications to staff and students.

9.5.3 Maintaining first aid supplies and emergency contact lists.

9.6 All staff are responsible for, but not limited to:

9.6.1 Identifying and reporting health and safety issues and incidents and applying safe work practices at all times.

9.6.2 Working safely and taking all reasonable care for their own health and safety, as well as the health and safety of others who may be affected by their actions.

9.6.3 When staff are undertaking work off-site, they ensure the environment they enter into is free from risk and hazards.

9.6.4 Following Pioneer policies and procedures relating to health and safety.

9.7 Pioneer students are responsible for, but not limited to:

9.7.1 Following all safety instructions provided by staff and workplace supervisors.

9.7.2 Reporting hazards or unsafe behaviour immediately.

9.7.3 Using provided safety equipment and PPE when necessary.

9.7.4 Conducting themselves appropriately in emergency procedures.

9.7.5 Maintaining respectful and safe conduct towards others.

Any complaints or breaches in relation to this document should be reported to the Chief Executive Officer in person or by email to: ceo@pioneercollege.edu.au

Document History:

Version No.	Issue date	Nature of Amendment	Approved By
1.0	1 Jul 2025	*As per implementation of the Revised 2025 Standards for RTOs, all related documentation is reset to version 1.0 to reflect alignment with the updated regulatory framework.* Creation of Document.	CEO
1.1	11 Aug 2025	Document edited.	CEO
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1.3	16 Jul 2026	Review made. Minor updates to cover page and formatting.	CEO

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