

POLICY:	ENVIRONMENT
NVR Ref:	Standard 5
IBI Ref:	IBI-2- E2
Aim	The Institute’s Environment Policy aims to achieve a healthy, low risk and quality working environment, with the commitment and co-operation of all employees, clients, students and visitors.
Principles	<p>The key principles of the policy are:</p> <ul style="list-style-type: none"> • The Institute recognises the importance to comply with or exceed the spirit and intent of relevant legislation and statutory requirements, codes of practice and industry standards and make adequate provision of resources to meet these requirements. • The Institute acknowledges the need to promote health, safety, environmental and quality awareness in the development of standard work practices.
Objectives	<p>With these principles in mind, the objectives of this policy are to:</p> <ul style="list-style-type: none"> • Ensure the health, safety and welfare of all people affected by our workplace activities. • Actively encourage minimising risk in working practices, both at work and off the job. • Protect the community and the environment. • Undertake risk assessments to determine hazards and risks in the workplace. • Provide information, training and instruction to enable all employees to perform their duties safely and effectively. • Involve employees in workplace health, safety, environmental and quality matters and consult with them in ways to reduce workplace hazards and improve control systems. • Maintain effective hazard incident and non-conformance reporting and analysis.

IBI Policy and Procedures

	<ul style="list-style-type: none"> • Encourage the rehabilitation of injured employees through established post-injury management procedures. • Set health, safety, environmental and quality objectives and regularly review performance as part of a continuous improvement action plan. • Comply with all relevant statutory requirements, standard work practices, codes of practice, and standards by providing adequate resources to meet these requirements. • Report all accidents, injuries and incidents and, where appropriate, rectify hazards and faults and participate in the analysis of accidents and non-conformance. • No task will be undertaken if health, safety, and environmental standards will be compromised.
<p>Implementation</p>	<p>The Environment Policy will be implemented through the Institute’s Quality System.</p>
<p>Guarantees</p>	<p>The Institute will honour all guarantees outlined in its Code of Practice. It is clearly understood that if we do not meet the obligations of this code, or support all regulatory requirements, our registration as a training provider may be at risk of being withdrawn.</p>

VERSION CONTROL

Review/ amendment history

Policy Approved by: Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes
5.0	April 2017	No material changes