

POLICY:	HAZARD REPORTING
NVR Ref:	Standard 2
IBI Ref:	IBI-2- H1
Aim	To minimise potential hazards and risks through hazard identification, staff training and internal risk assessments.
Principles	The principles of this Policy cover all events or situations causing property damage, injury, non-injury, ill health or financial loss. Hazards will be identified, eliminated or substituted, and measures drawn up to assist in achieving a safe environment for all staff, students and visitors to the Institute.
Objectives	<p>In accordance with these principles, the objectives of the Policy are to ensure:</p> <ul style="list-style-type: none"> • the Institute has a system to report observed potential hazards and the documenting of incidents that will enable the CEO to address problems as soon as practicable; • Hazard assessment is undertaken annually; • all staff are educated to a level so that they can identify and report hazards on a daily basis • The CEO actions any hazard brought to their attention; • The CEO has overall responsibility for ensuring that hazards are identified, assessed, remedied, and re-evaluated according to continuous improvement principles; • Positions that require Personal Protection Equipment (PPE) will be identified, and requirements will be specified in the Position Descriptions of staff members who are affected.
Implementation	The Hazard Reporting Policy will be implemented through the Quality System and audited through Procedures.

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 change
6.0	August 2017	No material change