

PROCEDURE:	OCCUPATIONAL HEALTH AND SAFETY AT EXTERNAL TRAINING FACILITIES
NVR Ref:	Standard 2
IBI Ref:	IBI-3-O 2
Purpose	To ensure that all training programs are conducted in a location that conforms to legislative requirements for Occupational Health & Safety.
Scope	This procedure addresses the conduct of both formal and informal training sessions where any one or more students is involved and includes any situation where training occurs.
Responsibilities	<p>The CEO will be responsible for authorising training to be conducted at any location.</p> <p>All personnel working for the Institute in any capacity will consider the health and safety of themselves and others and show duty of care.</p>
Action/Method	<ol style="list-style-type: none"> 1. At the commencement of a contract involving the use of external training facilities, a letter will be forwarded to the owner requesting Occupational Health & Safety Certificate information. 2. The CEO will keep a record of the certificate number on file. 3. Training will only be conducted at an approved location that conforms to current Occupational Health & Safety Certification and to the minimum Physical Resource Standards. 4. All personnel will show duty of care when conducting training. <p>REFERENCES</p> <ul style="list-style-type: none"> • Memorandum of Agreement – Trainers • Records Management, Maintenance and Security (Policy and Procedure)

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
6.0	Aug 2017	No material changes