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Monitoring and protecting the safety of students at all delivery and assessment location Policy and Procedure

Purpose: Purpose of this policy is to make sure that CIT has got the documented process in place to make sure that CIT monitors and protects the safety of students at all delivery and assessment locations.

Scope: All students and staff

Policy

CIT takes all reasonable steps to provide a safe environment on campus and advise overseas students and staff on actions they can take to enhance their personal security and safety.

Procedure:

1. Trainers/assessors in coordination with Training Manager must make sure that classes are hazard free and WHS compliant.
2. They must report anything which can be a risk or threat to the safety of students must be reported to the senior management and must be eliminated at the earliest.
3. Trainers/assessors must not use that place until that becomes hazard free.
4. Trainer/assessor must take Critical incident policy handy and must also confirm if all the students have access to the same.
5. It's the responsibility of CIT to ensure that students are safe at all training and assessment locations.
6. All the Critical incidents must be dealt according to the Critical incident policy and procedure.