

## S Support and Progression

### S4 Learner Safety

Standards Evidenced	
Standards Referenced	

### General policy

TSTCA will ensure that all learners are safe and protected throughout their training period. In addition to protecting learners from injury which occurs during their training, TSTCA will also ensure that learners abide by the code of conduct of the RTO and do not injure, harass, bully, or in any other way negatively impact each other.

### Work health and safety

The TSTCA work health and safety policy exists to protect learners who are undertaking training with the RTO. During induction and orientation learners will be made aware of the TSTCA work health and safety policy, and how it applies to them and their actions. For more information on the work health and safety processes implemented by TSTCA, refer to the Work Health and Safety Policy.

### Safety committee

TSTCA facilities will run a safety committee, and TSTCA RTO will allocate a representative to that committee to ensure the RTO is represented, the role of the safety committee will be to examine safety issues and risks, including in TSTCA facilities, and provide suggestions for remedial action.

### Learner attire

All learners are expected to be appropriately attired for the training undertaken, including appropriate personal protective equipment and clothing. Learners who are not wearing the required attire will be prevented from undertaking activities which could result in injury.

### Learners under 18

To ensure the safety of learners under the age of 18, TSTCA will implement procedures consistent with state and Commonwealth legislation, and will ensure that all staff hold a current working with children check. More information, refer to the [R8 Under 18s Safety Policy](#).

### Supporting processes

The following processes are defined to ensure these policy requirements are met:

Process Name	Purpose
Recording of Attendance	Record learner attendance at training and actions taken when learners have not attended
Learner Discipline	Investigate alleged learner misconduct and provide disciplinary action where appropriate

### Supporting Forms and Documents

Document Identifier	Name
XXXX	Record of Attendance Sheet

## Evidence

To Evidence	Source
	Record of Attendance Sheet

--- End of Policy ---

## Version Control

Version #	Date	Changes
1.0	27/10/17	First release