



Australian Film Television
and Radio School

AFTRS Student Safety Information Policy

Responsible Officer	Director, Corporate and Student Services
Contact Officer	Head of Human Resources
Authorisation	AFTRS Managing Executive
Effective Date	28 th April 2009
Associated Documents	<i>Occupational Health and Safety Act 1991</i> (Cwlth) AFTRS Health and Safety Management Arrangements Student Safety Information Procedures AFTRS Production Guidelines

1. Policy Name

The AFTRS Student Safety Information Policy

2. Preamble

S17 of the *Occupational Health and Safety Act 1991* requires organisations to take “all reasonably practicable steps to ensure that persons at or near a workplace under the employer’s control who are not the employer’s employees or contractors are not exposed to a risk to their health or safety arising from the employer’s undertaking”. At AFTRS this responsibility extends to all students and training or information sharing event attendees. A review of how this obligation was met was undertaken resulting in the formulation of this policy and the associated procedures.

3. Policy Scope

This policy establishes the authority and method for determining appropriate levels of training and information to be provided to students in health and safety.

4. Definitions

Students includes, but is not limited to, award students (both full time and part time), Open Program attendees and attendees at information seminars/workshops/forums/events etc, both in Sydney and other states.

5. Policy Statement

AFTRS will provide all students with an appropriate level of information and training on health and safety matters. The appropriate level will be determined based on the expected use of facilities and equipment and the type of tasks to be undertaken.

Each Director of a teaching division will be responsible for ensuring any health or safety matters arising in relation to curriculum are appropriately addressed.

Any Director with overall responsibility for issuing equipment or approving use of facilities will be responsible for ensuring a method to enable appropriate training and information is available.

6. Implementation

I. Roles and responsibilities

- Teaching Directors – Curriculum/teaching
- Teachers/Presenters/Coordinators – ensure information is provided.
- Student Services – provide information to students as determined.
- Head of Studies/Head of Human Resources – review and develop policy, procedures and associated documents.
- Occupational Health and Safety Committee – review policy, procedures and related documents and make recommendations to the managing Executive.
- Production Executive – developing safety curriculum for productions.

7. Review

To be reviewed at least every two years and as required for legislative or related changes and curriculum requirements.