Occupational Health and Safety (OH&S) Policy

1. Purpose

This policy is aligned with the Standards for RTOs 2025, particularly Standard 2.6 (Wellbeing Support), Standard 4.1 and 4.2 (Governance and Accountability), and the **Worldwide Skills Development Pty Ltd t/a The Future Culinary Academy (herein referred to as 'FCA')** responsibility to ensure a safe, inclusive and supportive learning environment for all students and staff.

2. Scope

Future Culinary Academy will ensure that all staff, students and visitors are fully informed of these safety and health requirements, including Emergency Procedures that affect their duties or participation in vocational education and training.

3. Responsibility

Future Culinary Academy's Chief Executive Officer (CEO) will be responsible for the implementation and maintenance of the policy and ensuring that students, staff, and contractors are fully aware about and comply with the application and associated procedures. Safety depends on the cooperative effort of everyone concerned.

The governing body of the Future Culinary Academy ensures that resources are allocated for the implementation and review of WHS/OHS systems, and that WHS/OHS is embedded in strategic and operational planning.

4. Definitions:

Sexual harassment: Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.

The Sex Discrimination Act 1984 (Cth) defines the nature and circumstances in which sexual harassment is unlawful. It is also unlawful for a person to be victimised for making, or proposing to make, a complaint of sexual harassment to the Human Rights and Equal Opportunity

Examples of sexual harassment include:

- Distribution or display of offensive pictures or written material
- Repeated unwelcome requests for social outings or dates
- Offensive comments about a person's appearance, dress or private life
- Unsolicited comments, messages or telephone calls of asexual nature
- Leering, patting, pinching, touching, indecent exposure and unnecessary familiarity, such as deliberately brushing up against a person.

Sexual harassment may result from a single incident or be an accumulation of acts. Both men and women can be sexually harassed.

The harasser does not have to intend to cause discomfort or distress for an action to be harassment. It is not an excuse for them to say they didn't mean to offend.

Victimisation: Victimisation is threatening or harassing a person because they:

- Have made a complaint or intend to make a complaint
- Are acting as a witness or intend to act as a witness
- Are supporting a victim or intend to support a victim

Bullying

Bullying is inappropriate treatment of a person that intimidates, offends, degrades or humiliates them. Bullying will not be tolerated at the Future Culinary Academy. Examples of bullying include;

- Verbal/ Physical abuse, insults, threats, continuous teasing or criticism
- Physically hurting another person
- Touching another person who doesn't want to be touched
- Overwork, unnecessary pressure, impossible deadlines
- Undermining work performance, unfair assessment
- Discrimination, racism, sexism
- Keeping someone out of a group
- Acting in an unpleasant way near someone
- 'Mucking about' that goes too far
- Harassment or any form of discrimination based on disability, gender, race or religion.

Discrimination

- Discrimination is treating someone less favorably because of a personal characteristic. Discriminating behaviors include, but are not restricted to:
- Offensive statements about personal characteristics
- Negatively stereotyping individuals or groups
- Judging a person's performance based on personal characteristics rather than skills and abilities.

Under the Equal Opportunity Act 2010 - Victoria's Anti-Discrimination law and the Racial Discrimination, Sex Discrimination and Disability Discrimination Acts (Commonwealth), it is illegal to discriminate against someone in their work, or education, because of their:

- Sex
- Marital Status
- Pregnancy
- Parental status
- Race or nationality, ethnic or ethos-religious background
- Age
- Impairment (physical, mental, or illness)
- Lawful sexual activity
- Political belief or activity
- Trade union activity, or

- Association with a person having any of these attributes

Direct discrimination: Direct discrimination happens when someone is treated unfavourably because of a personal characteristic protected by the law. It is any action that specifically excludes a person or group of people from a benefit or opportunity or significantly reduces their chances of obtaining it because their status or personal characteristics, irrelevant to the situation (e.g., sex, ethnic origin) are applied as a barrier. Direct discrimination has as a focus of assumed differences between people.

Indirect discrimination: Indirect discrimination happens when there is an unreasonable requirement, condition or practice that disadvantages a person, or a group of people, because of a personal characteristic. It is the outcome of rules, practices and decisions that treat people equally and which therefore appear to be neutral but which, in fact, perpetuate an initially unequal situation and significantly reduce a person's chances of obtaining or retaining a benefit or opportunity. Rules, practices and decisions are applied to all groups alike, but it is the very assumption of a likeness that constitutes the discrimination.

Systemic discrimination: Systemic discrimination is a system of discrimination perpetuated by rules, practices and decisions that are realised in actions that are discriminatory, and which disadvantage a group of People because of their status or characteristics, and which serve to advantage others of different status or characteristics. Direct and indirect discrimination contribute to systemic discrimination.

Equity focuses on outcomes. Equity is not concerned with treating People in the same way; it is concerned with ensuring that all groups of People participate and benefit to the same level.

Relevant legislation includes:

- *Racial Discrimination Act 1975* - https://www.legislation.gov.au/Details/C2016C00089
- *Sex Discrimination Act 1984* - https://www.legislation.gov.au/Details/C2021C00420
- *Disability Discrimination Act 1992* - https://www.legislation.gov.au/Details/C2018C00125
- *Racial Hatred Act 1995* - https://www.legislation.gov.au/Details/C2004A04951
- *The Equal Opportunity* Act *2010* - https://www.humanrights.vic.gov.au/legal-and-policy/victorias-human-rights-laws/equal-opportunity-act

CEO, Student Support Officer and Academic Coordinator

- Ensuring that Future Culinary Academy activities are resourced to the extent necessary to ensure the health and safety of persons either performing or who are affected by those activities.
- Implementing safety measures within their control in accordance with legislative requirements
- Providing information, instruction, training and supervision to all persons under their control, including contractors and visitors, to ensure that any risk is minimised
- The formulation, promulgation and review of specific safety rules for activities conducted within the area under their control.

All employees of the Future Culinary Academy are:

- Responsible for safe work practices consistent with the extent of their control or influence over working conditions and methods
- Required to co-operate with management in achieving a safe and healthy workplace
- Required to take reasonable care for their own health and safety and of anyone else who may be affected by their actions

- Encouraged to actively contribute to the continuous improvement of the college's health and safety policies and procedures.

Visitors, Contractors and Students:

- Are required to comply with all the reasonable instructions given, consistent with their protection as well as the protection of others, whilst on campus
- As an employee, it is your right to work in a healthy and safe environment and to be provided with information about hazards as well as opportunities for training and supervision to minimise these hazards
- It is your responsibility to co-operate with Future Culinary Academy in its legislative responsibility to secure the health and safety of staff, students and visitors and to ensure the safe working practices of your students. The OH&S policy ensures that a safe and healthy environment is provided for all students and employees in the College.
- All accidents, whether injury-producing or not, must be reported to the Academic Coordinator. The reporting of injuries enables us to investigate and eliminate hazards and unsafe work practices, thus ensuring safe work conditions for employees.

Always remember to:

- Use safe work practices
- Ensure the equipment you and your students use is safe.
- Speak up if you see an unsafe condition or work practice.
- Seek advice from the CEO
- Assist your college to promote a safe workplace

5. Procedures:

Future Culinary Academy considers **Risk Management** a top priority in all activities on and off-site and WHS is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.

Future Culinary Academy identifies, assesses, and mitigates physical, emotional, and psychological wellbeing risks through:

- Routine WHS/OHS audits and safety drills. For example, regular workplace health and safety (WHS) inspections are conducted to ensure classrooms, workshops, and common areas are free from hazards. Fire evacuation drills are conducted at regular intervals to familiarise students and staff with emergency procedures.
- Confidential support pathways for students experiencing bullying, harassment, or mental health challenges. For instance, a student experiencing anxiety may be offered free counselling support through the student support officer or referred to external services like CareinMind or Beyond Blue.
- Systems to escalate and respond to wellbeing incidents, including access to student support officers and referral to external services where necessary. For example, if a trainer observes a student who appears consistently disengaged or displays signs of distress, they are required to report the concern to the Student Support Officer via a formal referral form. The matter is then assessed, prioritised, and appropriate support pathways are initiated either internally or through referral to external services. Urgent wellbeing concerns are escalated to CEO or Critical Incident Officer within 24 hours and are closely monitored until appropriately resolved.

Students and staff can report wellbeing or safety concerns by contacting the Student Support Officer or emailing contact@thefca.edu.au. All reported concerns, along with any follow-up actions taken, are documented and securely maintained within the Student Management System.

Review and Continuous Improvement -
Principal Executive Officer (CEO) of the Future Culinary Academy will organise bi-annual Risk Audits and enter any identified actions into the **Corrective Actions Register**. This includes an Action Date and a Date Closed so that the Academic Coordinator can follow up on any issues with Principal Executive Officer (CEO).

Workplace Health and Safety (WHS) concerns and incident reports are formally reviewed during the compliance meetings. Relevant findings are recorded in the Continuous Improvement Register. Where trends or systemic issues are identified, they prompt a review of related policies, staff training practices, or facilities to ensure ongoing safety and regulatory compliance.

All staff are required to actively participate in annual mandatory training related to Workplace/Occupational Health and Safety (WHS/OHS), including mental health first aid and general safety awareness. Staff are also expected to stay informed of any updates to WHS/OHS and wellbeing regulations, policies, and procedures through internal communication channels provided by the Future Culinary Academy.

Future Culinary Academy at all times plans for and monitors its staff and clients wherever they are working. Evaluation of WHS matters is included in the Moderation Meetings held either concurrent with contractor meetings, at the end of a Module or Course, as relevant.

To ensure ongoing relevance, effectiveness, and alignment with the **Standards for RTOs 2025**, this policy is reviewed at least annually, or when significant legislative, operational, or risk-related changes occur.

The WHS/OHS Policy is reviewed as part of FCA's self-assurance framework. This includes:

- Stakeholder feedback (students, staff and contractors)
- Findings from internal WHS/OHS audits
- Outcomes of WHS/OHS risk assessments
- Trends or incidents captured through the Continuous Improvement Register

All updates are approved by the CEO and communicated to staff and students through induction and policy updates.

Future Culinary Academy provides ergonomic equipment at all times and its safe use will be discussed at staff meetings regularly. Safe plant and equipment are provided and maintained by Future Culinary Academy.

For Future Culinary Academy, Environmental protection is a concern, including disposal of various types of materials from the administrative areas to industrial waste, where relevant.

All Work Health Safety (WHS) matters should be reported to the student administration department verbally or in written form and student administration will initiate the corrective action immediately and will notify and liaise with WHS safety officer and/or CEO to implement effective strategy.

All Work and health and safety matters will be dealt with priority and a risk assessment will be carried out immediately and proper steps to manage risk will be taken ensuring effective risk control measures.

Any student safety concerns or incident of harassment, bullying will be dealt swiftly and in accordance of the Access and Equity policy.

International Student Safety Procedures:

- All classes will be scheduled as per the approved timetable.

- No classes will be timetabled for more than 8 hrs per day, including breaks.
- Students are advised not to walk in dark areas take short cuts and should leave in group after evening classes.
- After hour's contacts and designated student support officers' contacts will be made available during orientation and will be displayed as well as on student Notice board for students.
- Where exceptions to 1.1 and 1.2 above are considered, it will be done so in the light of student welfare and personal issues. All students will be provided with support service and welfare information at the orientation, in handbooks and notices supplied by student support staff and other staff.
- Future Culinary Academy will employ a full-time student services officer or who is available to students to discuss issues that may be adversely impacting on their studies.
- All staffs, including academic, marketing and administrative staff, are expected to exercise a pastoral concern for students and to assist them as best they can and, as appropriate to the staff member's position.
- Future Culinary Academy has a Student Complaints and Appeals Policy and procedures that are well advertised, including on student's handbook, Future Culinary Academy' website, so that students are aware and are able to discuss issues with support staff and to appeal decisions with which they are not satisfied.
- Future Culinary Academy has a Critical Incident Policy and procedure, which includes emergency evacuation procedures, is available to all staff and students through website and copy at student administration.
- Future Culinary Academy has an access and equity and procedure, which includes procedures to deal with discrimination, sexual harassment and bullying, which is available to all staff and students through website and copy at student administration.
- For those courses that pose physical risks, students are required to wear the appropriate uniforms and protective clothing stipulated for the course. Students who are not wearing appropriate protective clothing will not be permitted to participate in the class. Students are made aware of the need to abide by this requirement prior to course commencement.
- All staff and students must exercise duty of care towards their colleagues and fellow students in implementation of this policy.

Related Policies:

- Access and equity policy
- Critical incident policy
- Complaints and appeals policy
- Governance and Accountability Policy
- Student Support Welfare and Wellbeing Policy
- Continuous Improvement Policy and Procedure