



Tech Group PPE&C Implementation

FAQs

1. Why do we need to comply?

It is a matter of legal compliance in relation to the OH&S Act 2004. It is a matter of ensuring and maintaining a safe workplace. The OH&S Act 2004 VIC can impose severe penalties on Employers and Employees in the workplace if a breach of the regulations and/or The Act occurs. Employees failing to take care of their own health and safety or that of others affected by their work, or failing to cooperate with their employer can now attract a maximum penalty up to \$184,050, depending on the severity of the breach or associated incident.

2. Who needs to comply?

Kangan Institute employees and students; including Tech Group employees and students. It is therefore expected, and an Institute requirement, that all staff and students comply with the following Operational Policy relating to PPE&C. In relation to Staff, failure to comply with and ensure student compliance may result in activation of the Institute's performance management and discipline procedures. All employees and students involved in practical workshop training and assessment are required to use PPE&C as defined by workshop signage, curriculum being taught, and as directed by the supervising staff member. Contractors on site are to comply as well. Visitors will be issued with the appropriate PPE&C before entering designated workshops.

3. What are the main changes?

An updated Operational policy regarding PPE&C will be provided and used as the basis for Tech Group compliance. PPE&C will be expected to be worn by all teaching staff and students whilst working and studying at the Institute. Signage will be placed around the campus, in entrance areas, displaying the expected PPE&C requirements for working in that area. The PPE&C compliance has been standardised making it easier to comply with and police. There will be disciplinary action taken against both staff and students who don't comply.

4. Where can I access the policy?

The policy will be provided to all Tech Group departments and staff members. An information kit will be provided to senior educators and teaching staff containing a copy of the policy. It will be accessible for students via the website and student portal. Teaching staff may choose to place copies of the policy in noticeable areas in their classrooms.

5. What does the policy cover?

The policy covers the OHS Act 2004 legislation requirements, including; duties of employees, common PPE&C that is used throughout the Institute, policy principles, supply of PPE&C – Staff and Students, the use of PPE&C – staff, students and contractors, maintenance of PPE&C and student non-compliance in relation to PPE&C use. The policy is quite detailed and is being used as a basis for the introduction of standardised PPE&C within the Tech Group.

6. Will the department provide teaching staff with the PPE&C they need?

Staff will be provided with PPE&C as per the policy. Teaching staff will be supplied with all PPE requirements and topped up with any equipment and clothing they need. Employees will be expected to wear all clothing provided as this will role model to students the expectations. Compulsory clothing includes; protective footwear (steel-capped boots) and overalls or cotton drill workpants and shirt. There will also be various equipment provided as needed, including; hearing protection, eye protection, hard hat and gloves.

7. What options are there for students who can't afford to buy the clothing and equipment?

Students are to supply their own protective overalls, footwear and PPE relevant to the work area and work being performed. Students may be supplied with temporary Institute supplied PPE&C until a permanent arrangement is established consistent with the above. Students may be provided the option of purchasing PPE&C from the Institute. Certain items must be provided by the student due to health regulations. For students needing monetary assistance there is the option of a loan for tools of trade and/or uniforms, if you choose this option you need to do the following;

- Obtain a cost estimate from the supplier, together with the supplier's name, address, description of the goods and supplier's ABN.
- Arrange to see the student welfare officer to discuss the loan criteria. Complete the student loan application form. A student loan application form is available from Counselling and Advisory Services on 92792511 or contact your student welfare officer on 92792494.

8. Do I need to replace all my PPE&C?

No, if the PPE&C you currently have meets the standards expected then you can continue to use that same PPE&C. However if the PPE&C you are currently using doesn't meet the expected standards then you must replace it immediately. If damaged or broken you will be expected to replace it as it will be deemed unsafe. Some PPE&C items will be provided by the Institute. Protective boots and overalls or cotton drill workpants and shirt must be worn at all times.

9. Where can I access more information?

Every department will be provided with an information kit containing information around this compliance project. The information kits will be supplied to Senior Educators and Teaching staff. The kits contain; FAQs, a copy of the policy, student loan information, disciplinary action procedures and pictures of the new signage that will be displayed around the campus. The policy and extra

information will be supplied via the Kangan website and portal making it accessible to staff and students. Parents, employers and schools will also have access to this information. For more information on obtaining a student loan you can contact Counselling and Advisory Services on 92792511 or contact your student welfare officer on 92792494.

10. Where will the signage be located?

New and replacement signage will be put up around the Tech Group buildings. Signage will be placed on main entrances and in main gathering areas making them highly visual. All signage will be standardised communicating the same PPE&C expectations for every area making it easier to comply with. The signage will replace a lot of old signage to ensure all signage will be the same throughout the departments.

11. How do I deal with a student that won't comply?

Students failing to comply with the PPE&C policy and expectations will be excluded from workshop activities. In the first instance alternative duties (theory or library activities will be allocated, any student who continually rejects instructions made by teaching staff will be excluded from study, and their respective employers will be contacted and advised accordingly. Students may be also be subjected to discipline in accordance with the Institute procedure. Employees who need to action as above will have Institute support, and the General Manager or delegate will contact the employer.

12. Who is responsible for policing this compliance?

It will be the responsibility of teaching staff to police this issue both inside and outside of class time. Students who are not complying will need to be refused entry to the workshop and activities. Teaching staff are expected to discipline those students who continually reject instruction. Therefore, it is the teacher's responsibility to carefully check each student is wearing the correct PPE&C as displayed on the signage and outlined in the policy. Department managers and senior educators will be responsible for ensuring staff members are policing this issue and ensuring compliance within their classrooms/workshops. Teaching staff need to know that by not complying or ensuring student compliance they will be in breach of the policy and could lead to performance management and discipline procedures.

13. When will the new rules take affect?

The Tech Group requires full compliance by the 12th of July (beginning of semester 2). Communications will be delivered to all staff and students concerned by the 25th of June.

14. How will this be communicated to Employers, Schools and Parents?

An information letter will be sent to Employers, Schools and Parents regarding the policy and compliance issues. It will specify that any students intending to come to study at the Institute will need to comply with the PPE&C requirements and will discuss the outcome of non-compliance. The letter will provide details about clothing and equipment expectations and contact numbers for information and assistance regarding the policy and student loans. Information will also be accessible on the website.

15. What role do management play in this process?

Management will be responsible for providing information regarding the policy and PPE&C expectations when required to both staff and students. Management will be responsible for supporting staff in policing compliance and disciplining those who don't comply. Management will also be responsible for ensuring staff members are complying with and policing the issue and if not, activating performance management and discipline procedures. Management are responsible for the policies ongoing compliance and making updates when necessary to ensure legislation is complied with.

16. How can I raise the issue with my students?

It is recommended that teachers approach the issue with students carefully and be prepared to have discussions surrounding the reasons for compliance. It is recommended that students be supplied with a copy of the policy and example of the signage. Great emphasis must be placed on safety and investment as it will be heavily enforced in Industry. Ramifications for non-compliance must also be discussed and how it will be monitored on-going. Teaching staff must be prepared to deal with resistance from students and stress the need to comply or entry to workshops will be denied. Teaching staff may need to discuss the heavier consequences of non-compliance such as disciplinary action with the students to emphasise the importance. It must also be approached as a matter of safety for students, avoiding injury including serious injury.

17. In what ways can I police it with students?

How teachers choose to police the issue will be up to them. It is recommended that students be checked upon entering a work area and denied entry if they are not in compliance. By drawing attention to signage and having regular discussions about what should be worn and why will keep the students informed and up to date with expectations.

18. Will this compliance be ongoing or will it change in the future?

Compliance will be on-going, however changes will be made in-line with any legislative changes or changes to the Act. Staff and students will be expected to comply for as long as they work and or study at Kangan Institute.

19. Will there be any exceptions made for students, in terms of protective clothing and equipment?

PPE&C must comply with the policy and associated signage otherwise it will be rejected.

20. What are the implications of non-compliance?

The OH&S Act 2004 Vic can impose severe penalties on Employers and Employees at the workplace if a breach of the regulations and/or Act occurs. Employees failing to take care of their own health and safety or that of others affected by their work, or failing to cooperate with their employer can now attract a maximum penalty up to \$184,050. Staff who do not comply will undergo performance management and disciplinary procedures. Students who do not comply will be refused entry into workshops and miss out on valuable study and experience. Students who continue to reject instructions will be subjected to discipline in accordance with the Institute procedure.