



Workshop and Practical Training Safety Policy

Australian Institute of Digital Technology Pty Ltd

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POLICY 17

Workshop and Practical Training Safety Policy

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Policy Owner	Training Manager	Approved By	CEO
Applicable Legislation & Standards	Work Health and Safety Act 2011 (Vic); Occupational Health and Safety Regulations 2017 (Vic); Standards for RTOs 2025; Facility Sublease Agreement — AIDT / One Vision Australia Pty Ltd		

1. Purpose and PCBU Obligations

This policy governs workplace health and safety at AIDT's practical training workshop facility at 14/65 Mark Street, North Melbourne VIC 3051. The facility is used every Friday for the delivery of mandatory trade qualification workshop components under CPC30220 (Certificate III in Wall and Ceiling Lining), MSF30322 (Certificate III in Cabinet Making), and CPC30620 (Certificate III in Painting and Decorating). The facility is occupied by AIDT under a formal Sublease Agreement with One Vision Australia Pty Ltd.

Under the Work Health and Safety Act 2011 (Vic), AIDT is a Person Conducting a Business or Undertaking (PCBU) with a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers (including students) while they are at the workshop facility. This duty is not delegated to the Sublessor — AIDT retains full responsibility for the safety of its students during AIDT-delivered training sessions, regardless of who owns the facility or the equipment within it.

The workshop environment presents genuine and serious safety risks: power tools, heavy timber, cutting blades, airborne dust, solvents, and coatings. These risks are manageable with proper induction, supervision, PPE, and safe work practices — but they cannot be managed by intention alone. This policy specifies the concrete measures AIDT requires to manage those risks, and the consequences of non-compliance are immediate.

2. Facility Details and Arrangements

Facility Address	14/65 Mark Street, North Melbourne VIC 3051
Operator / Sublessor	One Vision Australia Pty Ltd
AIDT's Role	Sub-tenant; AIDT manages safety of its students and staff during AIDT sessions
Session Schedule	Fridays only, 8:00 AM – 5:00 PM
Maximum Students per Session	25 (as per Sublease Agreement)
Fixed Equipment	Supplied by Sublessor (circular saws, routers, workbenches, etc.)



Consumables and PPE	Supplied by AIDT (timber, fasteners, sandpaper, coatings, safety boots, glasses, hearing protection, dust masks, gloves, hi-vis vests)
First Aid	First aid kit maintained at the facility. First aid officer: designated supervising trainer for each session.
Emergency Contacts	000 (emergency services) WorkSafe Victoria: 13 23 60 (notifiable incidents) AIDT emergency: 0432 039 075

3. Mandatory PPE — No Exceptions

The following PPE is mandatory for all students and staff at all times during workshop sessions. AIDT provides all required PPE at no cost to students. Where a student arrives without appropriate footwear, they are not permitted to enter the active workshop area and are recorded as absent for the session. There are no exceptions to the PPE requirements — not for discomfort, unfamiliarity, short-duration tasks, or any other reason.

- **Safety boots:** Closed-toe, solid-sole leather or synthetic leather boots compliant with AS/NZS 2210.3. No canvas shoes, sneakers, sandals, or open-toed footwear.
- **Safety glasses or goggles:** Required whenever operating any power tool, cutting equipment, or working in any area where flying debris, sawdust, or material ejection is possible.
- **Hearing protection (earplugs or earmuffs, minimum SLC80 = 26 dB):** Required when operating: circular saws; drop saws; angle grinders; routers; nail guns; or any other tool with noise emission above 85 dB(A).
- **P2 respirator dust mask:** Required during any sanding, cutting, or activity generating respirable dust particles — including MDF, hardwood, or composite material cutting.
- **Chemical-resistant gloves:** Required when applying stains, solvents, primers, paints, or any other coating or chemical product.
- **Hi-visibility vest:** Required when moving materials between workstations on the workshop floor.

4. Safe Work Practices

The following safe work practices are mandatory at all workshop sessions. These practices are reviewed with all students at the commencement of each new intake and are displayed as a poster at the workshop facility:

- Every student completes a formal Workshop Safety Induction on their first session. The induction covers: emergency evacuation procedure and assembly point; fire extinguisher and first aid kit locations; PPE requirements; rules for specific equipment types; prohibited conduct; and the incident reporting procedure. The student signs the Workshop Safety Induction Register on completion.
- No student operates any power tool until they have received specific instruction from the supervising trainer on that tool's safe operation and have



demonstrated, to the trainer's satisfaction, that they understand and can apply the safe operating procedure.

- All tools and equipment are inspected by the trainer before each session begins. Any tool found to be damaged, defective, improperly guarded, or otherwise unsafe is immediately removed from service, tagged 'Out of Service', and reported to the Training Manager and the Sublessor. Out-of-service tools are not returned to service until inspected and cleared by a competent person.
- The workshop floor is kept clear of waste material, trailing leads, loose timber, and trip hazards at all times. Students are responsible for clearing their workstation area throughout the session, not only at the end.
- No food, hot beverages, or drink containers (other than sealed water bottles) are permitted in the active workshop area.
- Mobile phones and personal audio devices are not used and are kept away from workstations while machinery is in operation. Emergency calls are the only exception.
- Any student observed to be under the influence of alcohol or any substance that impairs their coordination, attention, or judgment is removed from the workshop immediately by the supervising trainer. The incident is documented and reported to the Training Manager on the same day. The student does not return to the workshop pending a meeting with the CEO.

5. Incident and Injury Reporting

1	Any injury, near-miss, or unsafe condition is reported to the supervising trainer immediately. No matter how minor the incident appears, it must be reported and documented.
2	The trainer provides first aid where it is safe and within their competence to do so and calls 000 for any injury requiring hospitalisation or where the trainer has any doubt about the severity. For suspected spinal or neck injuries, the person is not moved.
3	The trainer completes a Workplace Incident Report (AIDT-FORM-110) within 24 hours of the incident and submits copies to the Training Manager and the Sublessor (One Vision Australia Pty Ltd).
4	Notifiable incidents under the WHS Act 2011 — meaning: the death of a person; a serious injury or illness (requiring immediate treatment as an in-patient in a hospital, amputation, serious head or eye injury, serious burn, spinal injury, loss of consciousness, or acute illness requiring immediate medical treatment); or a dangerous incident (near-miss that could have caused serious injury) — are reported to WorkSafe Victoria by phone (13 23 60) within 1 hour.
5	The CEO reviews all incident reports within 2 business days and determines what, if any, corrective actions are required before the next workshop session. No workshop session proceeds on the following Friday if unresolved safety issues remain from the previous session's incident.