



Classroom and Workshop Safety Policy

SCOPE

This policy applies to all students enrolled at the Electrotechnology Training Institute Limited (ETI), trading as College of Electrical Training (CET) and Equip-Safe (EQS).

PURPOSE

The purpose of this policy is to ensure a safe and controlled learning environment where students engage in training and assessment without risk of harm to themselves or others.

ETI is committed to upholding the highest standards of safety, in line with Work Health and Safety (WHS) legislation, ETI's Learner Handbook and fostering a culture of accountability and personal responsibility.

POLICY

ETI is committed to providing and maintaining a safe learning environment for all Learners and Staff. Every individual has the right to learn and work in an environment free from avoidable risk.

SAFE CONDUCT EXPECTATIONS

All students have a responsibility to:

- Comply with safety instructions given by Trainers and Assessors or ETI staff at all times.
- Take reasonable care that their actions do not affect the health and safety of theirs or other people in the classroom.
- *Always* wear the mandated PPE in the workshop and practical settings.
- Use machinery and equipment in classrooms, workshops, and practical training areas safely and appropriately.
- Maintain safe behaviour and refrain from engaging in unsafe conduct.

Examples of Unsafe Conduct

- Failure to wear PPE and/or wear PPE appropriately.
- Disruptive or dangerous behaviour.
- Unsafe use of tools, machinery, or electrical equipment.
- Ignoring safety signs or Trainer and Assessor instructions.
- Mishandling hazardous substances.

NON-COMPLIANCE

One-Strike Enforcement: ETI operates under a strict one-strike safety rule. Any unsafe conduct that places a student, staff member, or others at risk will result in immediate action, including the following outcomes:

- Immediate removal of the student from class or workshop.
- CET/EQS Management will be notified onsite, and the incident will be documented and recorded on the student's file.
- CET/EQS Management will notify the student's employer and parent/guardian (*if under 18*) of the breach in Policy.
- Further disciplinary action, including withdrawal from the course, may be applied at CET/EQS's discretion dependant on the severity of the breach.