

20. Workplace Health and Safety (WHS)

All employees have the responsibility to:

- Adhere to safe work practices
- Immediately report any unsafe work conditions or equipment to management
- Not misuse, damage, refuse to use or interfere with anything provided in the interest of workplace health and safety
- Perform all work duties in a manner which ensures individual health and safety and that of all other employees
- Encourage fellow employees to create and maintain a safe and health work environment
- Co-operate with all other employees to enable the health and safety responsibilities of all employees be achieved

Culinary Solutions Australia Pty Ltd are committed to providing a safe and healthy work environment for all candidates. Its policy is to make every reasonable effort to prevent accidents, protect candidates from injury and promote the health, safety and welfare of all candidates

This involves conforming with relevant State/ Territory and Commonwealth legislation and providing a safe workplace free from verbal, physical, racial and sexual abuse. It also involves ensuring all WHS requirements are addressed including providing and appropriate introduction to the workplace, stressing the core WHS requirements essential for workplace safety

Vocational Education and Training:

Culinary Solutions Australia Pty Ltd as a Registered Training Organisation will comply with the following:

- The AQF Standards for Registered Training Organisations
- Privacy of candidate information
- Comply with all requirements of any Performance Agreements it has with Government departments or bodies
- Only issue Certificates or Statements of attainment for qualifications listed on its Scope of Registration
- Maintain a Student Management System (VETtrak)
- Maintain its Registration
- Marketing and Advertising material is accurate and ethical

Privacy:

Culinary Solutions Australia Pty Ltd. will follow the ten national privacy principles in the handling of personal information of candidates

1. Collection – The organisation will collect only the information necessary for one or more of its functions. The individual will be told the purposes for which the information is collected
2. Use and disclosure – Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies
3. Data quality – The organisation will take all reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date
4. Data security – The organisation will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure
5. Openness – The organisation will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information
6. Access and correction – The individual will be given access to the information held except to the extent that prescribed exceptions apply. The organisation will correct and update information errors described by the individual
7. Unique Student Identifiers – Commonwealth Government Identifiers (Medicare number or Tax File Number) will only be used for the purposes for which they were issued. The organisation will not assign unique student identifiers except where it is necessary to carry out its functions efficiently
8. Anonymity – Wherever possible the organisation will provide the opportunity for the individual to interact with them without identifying themselves
9. Trans border data flow – the individual's privacy protections apply to the transfer of personal information out of Australia
10. Sensitive information – The organisation will seek the consent of the individual when collecting sensitive information about individual such as health information or information about the individual's racial or ethnic background or criminal record.

Information can be found at www.deewr.gov.au

