

Case Study – Australian Career College

Australian Career College is located in Sydney CBD close to major train stations and buses to make convenience for students who do not live in the heart of Sydney CBD. Australian Career College provides Business and Management courses to international students.

Australian Career College employs a total workforce of over 30 people including full time, part-time staff and contract trainers. The workforce at Australian Career College is diverse having employees who come from a wide variety of cultural and linguistic backgrounds. Senior management is reviewing the organisation's WHS performance. Senior managers are looking at ways to better improve the current WHS performance of all staff and students and to keep up to date with WHS compliance.

In each classroom students are provided with desk and chairs for them to use. There are computers in every classroom for students to access should they need to. All trainers are provided with a trainer's desk, chair, computer and access to use the overhead projector for each of these class sessions.

Australian Career College currently occupies two levels at their current premises in Sydney. Students have classes on both level 1 & 2. Each level can be accessed through the main lifts on ground level. Once on level one, students can access level two either by using the elevator or using the fire stairs.

As part of continuous improvement, the management team reviews the incidents which have taken place in the college over the past 6 months and has found that there are some areas of concern. For detailed Workplace Health and Safety Status, please see "Appendix 1 - Overview of Workplace Health and Safety Status"

After reviews, the management team decides to bring a consultant who specialises in health and safety in to provide advice on how to improve Australian Career College current health and safety arrangements as the input from other staff, trainers and students has been very little.

After the senior manager discussed the WHS issues at Australian Career College with the health and safety consultant, the consultant suggested to develop a new procedure for ongoing hazard identification, assessment and control of associated risks. The consultant suggests this will help the college to reduce the current WHS issues drastically. Therefore the senior manager decided to develop new Risk management procedures.