

Pegasus International College is committed to providing a safe and secure learning and working environment for all learners and staff. As an online RTO delivering exclusively via Microsoft Teams, this policy outlines our systematic approach to ensuring safety, health and wellbeing within our online learning environment and at the remote workstations used by our staff and learners.

Policy Name	Safe Training Environment Policy
RTO Name	Pegasus International College
RTO Code	46222
Standard	Standards for RTOs 2025 – Standard 1.8, 2.6, 4.2, 4.3, 4.4
Version	V1
Effective Date	March 2026
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Policy Owner	CEO

1) SCOPE

This policy applies to:

- All staff, learners and clients; and
- All of our business functions, including all online delivery via Microsoft Teams and Moodle, and all remote work arrangements.

2) SOFTWARE

- Microsoft Teams
- Moodle
- OneDrive/SharePoint
- Avetmiss Done

3) RESPONSIBILITIES

CEO

- Ensures compliance with Work Health and Safety (WHS) legislation, regulations and Standards for RTOs.
- Allocates adequate resources for maintaining a safe online training environment.
- Reviews and approves risk treatments and hazard management plans.
- Oversees the development, implementation and effectiveness of WHS policies and procedures.

Academic Manager

- Develops, implements and monitors WHS practices relevant to the online delivery context.
- Maintains WHS records accurately and securely on OneDrive/SharePoint.
- Regularly identifies, assesses and addresses risks and hazards relevant to online delivery and remote work, and proposes measures to control or eliminate them.
- Reviews feedback to improve WHS practices.
- Ensures all staff and learners receive WHS training and information relevant to the online learning environment and their remote working arrangements.

All Staff and Learners

- Comply with WHS policies and procedures.
- Monitor and report hazards, incidents or unsafe practices to Admin@Pegasus.edu.au.
- Follow WHS guidelines and practices, including online safety protocols.
- Promote safety and avoid risky behaviours – both physically at their remote workstation and online.
- Assist in the identification and assessment of hazards and risks, and the implementation of any control or elimination measures.

4) DEFINITIONS

- **Hazard** – any source of potential harm or adverse effects, including physical, psychological, electrical and cyber hazards at a remote workstation or in the online learning environment.
- **Risk** – the likelihood of harm occurring from a hazard.

5) GENERAL PRINCIPLES

Pegasus International College will endeavour to:

- Implement best practices in our approach to WHS matters to keep our learners and staff safe at all times.
- Foster a culture of safety by encouraging the reporting of hazards and risks.
- Provide adequate guidance to ensure staff and learners:
 - Understand that they are responsible for their own actions and the safety of their remote workspace;
 - Are aware of and do not undertake activities which may cause injury to themselves or others;

- Promptly report any potential hazards, risks, accidents and near misses to Admin@Pegasus.edu.au; and
- Know when and where to seek assistance.
- Systematically identify, assess, control and monitor hazards relevant to our online delivery model and remote work environment.
- Monitor, review and evaluate hazard control measures and risks regularly.
- Establish and maintain secure online platforms to prevent cyberbullying, harassment and unauthorised access.

6) CYBER SAFETY

Cyber safety is an important safety consideration for Pegasus International College. The following apply to all staff and learners:

- Our online learning platforms (Microsoft Teams and Moodle) must be kept safe and secure. Systems are in place to identify and address any cyberbullying, harassment or inappropriate conduct occurring between learners or between staff and learners.
- Microsoft Teams sessions and Moodle discussion forums are to be monitored on a weekly basis by the Trainer and Assessor or Academic Manager to ensure learners and staff are not displaying bullying, discriminatory or harassing behaviours.
- Learners and staff are encouraged to report any bullying, discriminatory or harassing behaviours occurring on Microsoft Teams, Moodle or any other online platform to Admin@Pegasus.edu.au immediately.
- All users must use strong, unique passwords for their Moodle and Microsoft Teams accounts and must not share login credentials with others.
- Staff and learners must not share any confidential, personal or sensitive information through insecure online channels.
- Any suspected cybersecurity incidents, data breaches or unauthorised access are to be reported to the CEO immediately.

7) ELECTRICAL SAFETY AT REMOTE WORKSTATIONS

The following electrical safety guidance applies to their home or remote workstations:

- Any electrical equipment that is not working correctly or that has experienced a fault or short circuit should be ceased immediately and reported to the relevant party. Staff are to report such issues to the CEO or Academic Manager. Learners experiencing equipment issues that affect their ability to participate in training should contact Admin@Pegasus.edu.au.
- Staff and learners must ensure that no liquids in open containers are present around electrical equipment, including computers, monitors, power boards, sockets, plugs and cabling.
- Electrical cables and extension cables at home workstations must not cross walkways, pathways or open spaces in a manner that creates a tripping hazard.

- Electrical work on any equipment must only be performed by licensed electricians. Staff and learners must not attempt to fix, repair or modify any electrical equipment, sockets, plugs, wiring or cabling themselves.
- Staff and learners are to ensure that power boards and extension cables used at their remote workstations are not overloaded.

8) WORKSTATION SAFETY

The following workstation safety practices apply:

- Staff and learners are to observe ergonomic practices to reduce strain on their eyes, necks, backs and wrists when working at their workstations, particularly during extended delivery or study sessions.
- Staff and learners should endeavour to get up from their workstations and take a short break or stretch at least every hour.
- Feet should be comfortably placed on the floor or a footrest, and arms positioned at approximately a 90-degree angle when using a keyboard and mouse.
- Work and learning stations should be kept neat and tidy at all times to minimise trip hazards and maintain a productive working environment.
- Chairs and equipment should not be used as makeshift ladders or platforms to climb or stand on.
- Staff and learners with existing physical injuries, such as back or wrist injuries, are advised to seek appropriate medical or ergonomic advice and are not to attempt to lift or move heavy equipment or furniture without assistance.

9) PERSONAL SAFETY

Staff and learners are expected to take reasonable precautionary measures to ensure their own safety and the safety of others. The following apply:

- Always be aware of your immediate surroundings, including hazards in the home or remote workspace.
- Stay home and rest if feeling unwell, particularly if experiencing symptoms of a communicable or contagious disease. Staff experiencing illness should notify the CEO or Academic Manager. Learners should notify their Trainer and Assessor or Admin@Pegasus.edu.au.
- If something occurring in an online session, or a situation in the learning environment, is distressing or triggering, bring it to the attention of the Trainer and Assessor or Administrative and Support Staff so that we can provide appropriate support.
- Report any violent, aggressive, bullying or unacceptable online behaviours to Admin@Pegasus.edu.au immediately.
- Do not share personal information such as bank or credit card numbers, home addresses, or personal identification information (such as driver's licence numbers) in any online learning or communication platform.
- Any and all accidents, incidents or hazards are to be reported to Admin@Pegasus.edu.au as soon as practicable. This includes:

- Physical accidents and hazards at the remote workstation
- Electrical accidents and hazards
- Equipment accidents and hazards
- Cybersecurity incidents and hazards
- Psychological accidents and hazards, including distressing interactions in the online learning environment

10) LEGISLATIVE AND STANDARDS COMPLIANCE

This policy aligns with the following:

Standards for RTOs 2025

- **Outcome Standards:**
- **Standard 1.8** – Facilities, resources and equipment for each training product are fit-for-purpose, safe, accessible and sufficient.
- **Standard 2.6** – The wellbeing needs of the VET student cohort are identified and strategies are put in place to support these needs.
- **Standard 4.2** – Roles and responsibilities are clearly defined and understood.
- **Standard 4.3** – Risks to VET students, staff and the RTO are identified and managed.
- **Standard 4.4** – The RTO undertakes systematic monitoring and evaluation to support the delivery of quality services and continuous improvement.
- **Compliance Standards:**
 - **Standard 20** – Compliance with laws

Legislation

- Work Health and Safety Act 2011

Failure to comply with this policy can have serious consequences, including but not limited to:

- **For the RTO** – breaches of WHS legislation or regulatory requirements may result in financial penalties, WorkSafe investigations, loss of registration or reputational damage.
- **For Staff Members** – staff who fail to comply with this policy may face disciplinary actions, up to and including termination of employment.
- **For Learners and Clients** – non-compliance could lead to unnecessary injuries or harm, and potential disruptions to training and assessment services.

11) CONTINUOUS IMPROVEMENT

- Feedback from WHS events or incidents will be incorporated to make our approach and practices more robust.
- This policy will be reviewed annually or as required to ensure alignment with stakeholder feedback and operational needs.

- An internal audit is to be conducted at least once a year to ensure compliance with this policy and the relevant legislative and regulatory requirements. The Continuous Improvement Schedule outlines when this audit is to take place.
- Internal audit review questions for self-assurance purposes should include:
 - Are hazards identified, assessed, controlled and monitored in accordance with a documented process?
 - Are the mechanisms for students and staff to report unsafe practices or environments sufficient and easily accessible?
 - Are incident reports reviewed regularly to identify trends and implement preventive measures?

12) RELATED DOCUMENTS

- Bullying, Discrimination and Harassment Policy
- Continuous Improvement Register
- Continuous Improvement Schedule
- Hazard Identification Checklist
- IT Acceptable Use and Security Policy
- Risk Management and Internal Audit Policy
- Risk Register
- Student Handbook

HAZARD IDENTIFICATION, ASSESSMENT, CONTROL AND MONITORING PROCEDURE

1. HAZARD IDENTIFICATION

- i. The Academic Manager, in consultation with the CEO, is to conduct a periodic review of our online training environment and remote working arrangements for any hazards, using the Hazard Identification Checklist. Given the online nature of delivery, this review covers: the security and accessibility of Microsoft Teams and Moodle, cyber safety risks, and the adequacy of remote workstation guidance provided to staff and learners.
- ii. Staff and learners are also encouraged to notify the Administrative and Support Staff of any hazards identified at any time by emailing Admin@Pegasus.edu.au.

2. RISK ANALYSIS AND CLASSIFICATION

- i. A risk analysis is to be undertaken to gain a better understanding of the risk.
- ii. Risk analysis provides an input to risk evaluation and to decisions on the likelihood of an event occurring, whether risks need to be treated, and on the most appropriate risk treatment strategies and methods.
- iii. Risk analysis can also provide an input into making decisions where choices must be made and the options involve different types and levels of risk.
- iv. After a risk analysis has been completed, risks are classified as minimal, low, medium, high, or severe. This risk rating is used to determine which risk takes priority in terms of deciding what to do and when.

3. RISK EVALUATION

- i. Once the risk has been analysed, a risk evaluation is undertaken to assist in making decisions.
- ii. Risk evaluation involves comparing the level of risk found during the analysis process with the risk criteria established in the first step of the risk management process.
- iii. Once the comparison is completed, the need for treatment can be considered.
- iv. Decisions should take into account the wider context of the risk and include consideration of the tolerance of the risks borne by all stakeholders, not just Pegasus International College.
- v. In some circumstances, the risk evaluation can lead to a decision to undertake further analysis.
- vi. The risk evaluation can also lead to a decision not to treat the risk in any way other than maintaining the existing controls. This decision will be influenced by the organisation's risk attitude and the risk criteria that have been established.

4. RISK TREATMENT

- i. Risk treatment involves selecting one or more options for controlling, reducing or eliminating the risks, and then implementing the chosen treatment. This step also enables Pegasus International College to identify not just the risk treatment, but also opportunities for improvement.
- ii. Risk treatment involves a cyclical process of:
 - a. Assessing a risk treatment;
 - b. Deciding whether residual risk levels are tolerable;
 - c. If not tolerable, generating a new risk treatment;

- d. Assessing the effectiveness of that treatment and whether there are opportunities for improvement; and Implementing the treatment.
- iii. Risk treatment options are not necessarily mutually exclusive or appropriate in all circumstances. The options can include:
 - e. Avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk;
 - f. Taking or increasing the risk in order to pursue an opportunity;
 - g. Removing the risk source;
 - h. Changing the likelihood or changing the consequences;
 - i. Sharing the risk with another party or parties (including contracts and risk financing); and
 - j. Retaining the risk by informed decision.
- iv. Selecting the most appropriate risk treatment option involves balancing the costs and efforts of implementation against the benefits derived, with regard to legal, regulatory and other requirements such as social responsibility and the protection of the natural environment.
- v. Decisions should also take into account risks which can warrant risk treatment that is not justifiable on economic grounds, for example, severe but rare risks.
- vi. Values and perceptions of stakeholders should also be considered when selecting risk treatment options.
- vii. Where risk treatment options can impact on risk elsewhere in the organisation or with stakeholders, these should be involved in the decision.
- viii. The risk treatment plan should clearly identify the priority order in which individual risk treatments should be implemented, and it should include:
 - k. The reasons for selection of treatment options, including expected benefits;
 - l. Those who are accountable and responsible for approving the plan;
 - m. Proposed actions and resource requirements including contingencies; and
 - n. Any constraints or limitations that may be present.
- ix. Treatment plans should be integrated with the management processes of the organisation and discussed with appropriate stakeholders.
- x. Decision makers and other stakeholders should be aware of the nature and extent of the residual risk after risk treatment. The residual risk should be documented and subjected to monitoring, review and further treatment.
- xi. The CEO is required to sign off on all risk treatments prior to implementation.

5. CONTINUOUS IMPROVEMENT

- i. All hazard identification and risk treatment outcomes are to be entered and updated (where appropriate) in the Continuous Improvement Register to ensure Pegasus International College maintains compliant and current records relating to any and all hazards.

6. MONITOR AND REVIEW

- i. It is necessary to monitor and review the outcomes achieved from the implementation of risk treatments. This should be a planned part of the risk management process and involve regular checking or surveillance.
- ii. Results of monitoring and review should be recorded on OneDrive/SharePoint and reported internally and externally as appropriate.

HAZARD IDENTIFICATION, ASSESSMENT, CONTROL AND MONITORING PROCESS FLOW-CHART

