



Australian Leading Institute of Technology

RTO Code: 45156

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No.6.1.13: Work Health and Safety/Occupational Health and Safety Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 6.9.1; 6.9.2; 6.9.3; 11.2.5; Standards for RTOs 2015 – Standard: 2.1; 2.4; 7.4;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

It is the policy of ALIT that all activities are undertaken with all reasonably practicable measures implemented to avoid or minimise risks to Health and Safety of all employees, students and any other person who may be affected.

The Work Health and Safety Act 2011 outline the requirements of an ALIT in establishing and maintaining workplace health and safety standards. The requirements of an ALIT as specified in the Act above are to:

- Secure the health, safety and welfare of employees and other persons at work
- Eliminate, at the source, risks to health, safety or welfare of employees and other persons at work
- Ensure that the health and safety of members of the public is not placed at risk by the conduct or undertakings by employers and self-employed persons
- Provide for the involvement of employees, employers, and organisations
- Representing those persons, in the formulation and implementation of health, safety and welfare standards.

The purpose of this policy is therefore to establish that:

- ALIT is committed of providing a healthy and safe environment for work and study in accordance with the Occupational Health and Safety Act Victoria (2004) and with standards AS/NZS 4801:2001 Occupational Health & Safety Management Systems – Specification with guidance for use and OHSAS 18001:2007 Occupational Health and Safety Management Systems – Requirements.
- ALIT’s commitment of providing a duty of care that protects persons from harm, injury, illness or abuse
- ALIT’s commitment of developing and administering WHS risk management systems
- ALIT’s commitment of auditing WHS procedures and practices
- ALIT’s commitment of consulting with all stakeholders when reviewing WHS policies
- ALIT’s commitment of maintaining and storing WHS documentation and records in accordance with Occupational Health and Safety Act Victoria (2004) and The Work Health and Safety Act 2011.
- ALIT’s commitment of providing educators with WHS professional development and training
- ALIT’s commitment of developing policies as WHS legislation changes
- ALIT’s commitment that all employees, contractors, students or other authorised personnel are required to cooperate by becoming familiar with and complying with this policy.
- All ALIT employees, contractors, students or other authorised personnel are required to follow Safe Work Practices and to ensure that their own work, as far as is practicable, is carried out without risk to themselves or others.
- Failure to comply with this policy may result in termination or immediate review of any service or contract. ALIT reserve the right to cease delivering services to participants who breach their WHS duty of care without refund.

This policy will be prominently displayed and will be brought to the attention of all stakeholders, including ALIT employees, contractors, students or other authorised personnel and visitors.

Scope

This policy and procedure apply to all ALIT staff and students.

Procedures

Occupational Health and Safety/Work Health and Safety Policy

OHS/WHS Commitment

The management of ALIT is committed to providing a safe working culture amongst employees. ALIT recognises the importance of maintaining a safe and healthy work environment for staff, employees, and students and other stakeholders.

The CEO at ALIT is committed to establishing and maintaining the best possible standard of OHS/WHS for all employees and for those persons visiting ALIT workplaces. In addition, the Manager Compliance of ALIT is committed to injury management aimed at the early and safe return to work of injured workers.

The management of ALIT shall ensure that regulatory requirements pertaining to health and safety matters under the OHS Act 2004 are complied with, communicated to staff and that appropriate training is provided as required.

Ultimately ALIT strives to ensure that our staff and employees are provided with a work environment that is safe and healthy and protects our staff and employees from injuries and illnesses.

Legal Compliance

To achieve this, the Management Team will ensure that ALIT complies with all relevant OHS/WHS legislation, Accident Compensation Acts, Compliance Codes, Codes of Practice, and also client requirements.

Consultation

Management recognises that the best way to ensure a safe and healthy workplace is for management and employees to work together to identify and solve OHS/WHS problems, and also to consult with students, employees and their representatives in matters relating to workplace safety.

Management

The senior managers of ALIT acknowledge that they have a primary responsibility for the OHS/WHS of those who work under their direction.

The Manager Compliance of ALIT will ensure that OHS responsibilities are appropriately defined and that managers and supervisors receive the training and resources they need to competently carry out their OHS responsibilities.

All managers and supervisors have a duty to provide and maintain, so far as is reasonably practicable, a working environment and working conditions that are safe and without risks to health.

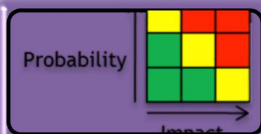
Managers and Supervisors of ALIT will:



Provide and maintain, as far as is reasonably practicable, a safe working environment.



Communicate and inform employees in matters relating to workplace safety.



Implement mechanisms that allow all staff to participate in the development of a safe working environment that is as risk-free as possible.



Identify hazards, assess risk, eliminate risk and initiate risk control measures.



Develop and maintain safe working practices.



Provide relevant training where necessary to ensure staff members are competent to carry out their job.



Provide adequate resources to ensure the health and safety of staff, students and those around us.

Planning

To give expression to this commitment and these obligations, CEO and CEO will:

- Integrate OHS and injury management into all existing and future management systems used in ALIT, with the aim of preventing or minimizing workplace risks.
- Develop a strategic OHS plan and performance measures to achieve the aims of this policy, and regularly monitor OHS and injury management practices and improve them wherever possible.

Implementation

To meet the OHS planning objectives, CEO will have systems in place and will delegate responsibilities to senior managers to:

- Ensure that all workplaces managed or controlled by ALIT are suitably equipped and maintained to provide for the health and safety of all employees while they are at work.
- Identify and assess all current and foreseeable workplace hazards (including the potential for workplace violence or aggression), and develop strategies to eliminate or control the risks associated with them.
- Maintain an appropriate workplace incident and injury reporting system
- Encourage employees to report any suspected workplace hazard, work related injury or illness affecting themselves or others, at the earliest opportunity without prejudice to any employee.

Employees

All employees while at work, regardless of the position they hold, will:

- Comply with their obligations under the OHS Act 2004 and this OHS policy.
- Take reasonable care to ensure the health and safety of themselves, and others who may be under their supervision at work, including ensuring that employees are not bullied or subjected to violence.
- Participate in any training or in-service seminars arranged by ALIT to support the objectives of this OHS policy.
- Engage with ALIT in consultation on any OHS issues or information.
- Co-operate with any return-to-work plan developed for injured workers.

ALIT First Aid Policy

First aid is the emergency care of the sick or injured. ALIT will ensure that, as far as reasonably practicable, the provisions of any relevant Regulation, Compliance Code, or Code of Practice for First Aid in the workplace are implemented.

ALIT will also use the risk assessment approach to determine appropriate provision for a first aid service in its workplace, including the number of First Aiders require and the level of training, and the number of First Aid kits and their contents. The appropriate level of first aid services will be reviewed on a yearly basis, or sooner if thought necessary.

ALIT will ensure that persons designated as First Aiders receive an appropriate level of training for their role, and will also supply all First Aid kits and ensure the contents are relevant to the level of training received by First Aiders. Each First Aider will have care of a First Aid kit and each First Aider will be

responsible for suitably maintaining the contents of the First Aid kit in their care, and ensuring their First Aid qualifications remain current.

The principles of safe first aid/universal precautions must be practiced by all First Aiders. All First Aiders are encouraged to be immunised against Hepatitis B on a voluntary basis. The cost of this will be met by ALIT. Analgesic tablets such as Panadol will neither be possessed nor distributed by a First Aider.

The relevant company First Aiders for ALIT workplaces will have their names and locations posted on each of the ALIT's notice boards.

First Aiders are required to record in writing the basic details of all injuries resulting in the request for first aid treatment. Also, all first aid treatments will be recorded by the relevant First Aider, and confidentiality of personal information regarding first aid treatment will be maintained by the First Aiders. If a person is wearing a "medi-shield" or like bracelet then it is permissible for the First Aider to seek to access this information.

Whenever a First Aider judges that the injured person requires further medical attention the First Aider will notify their immediate supervisor. If necessary, transportation (not meaning ambulance) for medical treatment will be provided by ALIT at its expense.

The legal liability for the actions of First Aiders, intended in good faith – and without malicious and vindictive intention, is with ALIT.

ALIT Fitness for Work Policy

Preamble

In accordance with the OHS Act 2004 ALIT has a duty of care to ensure the health, safety and welfare of all employees at work. Employees also have a responsibility under relevant OHS Acts to follow instructions and co-operate with ALIT whilst at work, and not put themselves or others at risk. The Fitness for Work Policy seeks to ensure that an employee is in a state (physical, mental, and emotional), which enables them to perform assigned tasks competently and, in a manner, which does not threaten the health and safety of themselves or others. This policy covers only those situations in which an employee is having observable difficulty performing his/her work duties in a manner that is safe for the employee and/or for his/her co-workers. Possible issues include substance abuse (drugs or alcohol), effects of prescribed medication, fatigue, psychological impairment ("stress"), and emotional effects of personal issues.

Employee obligation to present for work fit for duty

As a condition of their employment employees are obliged to present for work in a fit state, including appropriate behaviour, so that in carrying out normal work activities they do not: (i) subject themselves or their co-workers to unnecessary risks to health and safety; (ii) inhibit their ability to fulfil the requirements of their position; or (iii) inhibit the ability of their co-workers to fulfil the requirements of their positions.

Supervisor and employee obligations

All CEOs/Supervisors are responsible for ensuring that no employee commences or continues duty, if that employee appears to be affected by alcohol, illegal drugs, medication or other substances which may reasonably be considered to lead to a safety risk or an inability to fulfil the requirements of the position. Where an employee presents for duty and appears to the Manager/Supervisor to not be in a fit state to carry out their normal duties, then ALIT reserves the right to (i) stand down the employee; (ii) remove the employee from the work site; and (iii) seek advice from a medical practitioner on the employee's fitness for duty.

Prescribed drugs and medications

Prior to the commencement of work employees are required to notify their Manager/Supervisor of consumption of alcohol or prescribed or over-the-counter medications that may impair their ability to perform the work. The employee should obtain and provide advice for the Manager/Supervisor from a doctor or pharmacist as to any effects the prescribed drug may have on work performance.

Use of ALIT and/or equipment

It is the responsibility of both Managers/Supervisors and employees to ensure that an employee who appears to be influenced by alcohol, illegal drugs or other prescribed or over-the-counter medication is not placed in control of plant or equipment.

Procedures for Managerial Employees

Where a Manager/Supervisor considers, on the work performance and/or behavioural evidence before them, that an employee appears to exhibit signs of possible impairment at work then the Manager/Supervisor will intervene. The Manager/Supervisor will: (i) speak to the employee away from the hearing of other employees, and advise them that their appearance, work performance and/or behaviour is causing concern and that the Manager/Supervisor considers that they appear to be unfit for work; (ii) seek clarification or explanation from the employee to ascertain the reasons for their appearance, unsatisfactory work performance and/or behaviour; (iii) if the Manager/Supervisor is satisfied with the explanation given by the employee and believes that the employee is able to continue work safely and without causing risk to others, the Manager/Supervisor will so advise the employee; (iv) if the Manager/Supervisor is still of the opinion that the employee is unfit for work to the extent that they cannot work safely and without causing risk to others, the situation will be immediately referred to the Manager Compliance of ALIT for advice and action.

Where the General Compliance of ALIT meets with the employee, the employee will be advised that they are entitled to have their nominated observer in attendance if they so require. Where fatigue, psychological stress, or prescribed medication is the identified factor the employee will be stood down and offered transport home (e.g., taxi) to the employee. ALIT will meet reasonable travel costs. The outcome will be an agreement reached with the employee to ensure the employee can perform future assigned work competently. If the General Compliance of ALIT observes behaviour which would lead

them to consider the employee is under the influence of alcohol or another substance, then ALIT reserves the right to: (i) refer the employee to a medical practitioner for assessment of the employee's fitness for duty; (ii) suspend the employee with pay while the situation is investigated; (iii) offer transport home (e.g., taxi) to the employee. ALIT will meet reasonable travel costs. The employee is to be advised in writing that, on the next day or as soon after the event as practicable, the incident will be discussed with themselves, their Manager/Supervisor, and the Manager Compliance of ALIT. A nominated observer may attend if requested by the employee. The outcome will be an agreement reached with the employee to ensure the employee can perform future assigned work competently.

Breach of Policy

Any Manager/Supervisor who knowingly permits employees to work whilst under the influence of drugs or alcohol may be subject to disciplinary action. A breach of this policy by an employee may lead to disciplinary action being taken against that employee. Failure of an employee to comply with a directive to stand down from work will result in disciplinary action. Failure of an employee to work in accordance with any resulting work performance agreement may result in termination of employment.

Employee Assistance

ALIT recognises drug or alcohol dependency as a treatable condition. Employees who suspect they have an alcohol or drug dependency is encouraged to seek advice, and to follow appropriate treatment promptly before it results in job performance problems. ALIT Management provides advice and assist in securing appropriate treatment. Strict confidentiality will be maintained and Employee Assistance costs, for the first 2 counselling visits, will be met by ALIT. No employee with drug or alcohol dependency will be terminated due to the request for help in overcoming that dependency or because of involvement in a rehabilitation effort.

ALIT Occupational Bullying and Violence

Workplace bullying and violence are unacceptable, and both are against the law.

ALIT is committed to ensuring that workplace bullying and violence does not occur amongst our employees. Whilst the environment that employees work within might expose them to a potentially violent situation ALIT will take all steps possible, through our risk management approach to safety, to ensure that this is minimised.

Bullying is considered to be repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety. Generally, the following types of behaviour, where repeated or occurring as part of a pattern of behaviour could be considered to be workplace bullying:

- Verbal abuse;
- Excluding or isolating workers;
- Psychological harassment;

- Assigning meaningless tasks unrelated to the job;
- Giving workers impossible assignments;
- Deliberately changing work rosters to inconvenience a particular worker/s;
- Deliberately withholding information that is vital for effective work performance.

Other types of behaviour may also constitute bullying.

“Unreasonable behaviour” means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten the other person.

"Behaviour" includes actions of individuals or a group, and may involve using a system of work as a means of victimising, humiliating, undermining, punishing or threatening.

“Risk to health and safety” includes risk to the mental or physical health of the employee.

Workplace bullying can occur between a worker and a manager or supervisor, or between co-workers.

Occupational violence is any incident where a person is physically attacked or threatened in the workplace, whether by a co-worker, sub-contractor or client. Generally, it includes:

- Throwing objects;
- Yelling, swearing, name calling
- Standing over someone

Bullying and occupational violence as described above will not be tolerated. Bullying may also be unlawful if it is linked to, or based on, one of the protected attributes covered by anti-discrimination legislation. Since violence is a criminal act, the matter will be referred to with the State/Federal Police.

Bullying does not cover situations where an employee has a grievance about legitimate and reasonable:

- Performance management processes;
- Disciplinary action;
- Allocation of work in compliance with systems.

Responsibility for implementation of this policy lies with Manager Compliance of ALIT, and all employees are to be made aware of this policy. Management will work in conjunction with employees to review and update this, and other, policies and procedures.

A breach of this policy may initiate appropriate action such as loss of employment.

ALIT OHS Issue Resolution Procedure

Scope and Purpose

This procedure describes the system for enabling all ALIT employees to effectively resolve all health and safety issues – related to ALIT – as they arise.

The procedure intends to ensure that all valid risk issues are suitably addressed through discussion between employees and management.

The OHS issue resolution process within ALIT will meet all relevant OHS legislative requirements.

Issue Resolution Steps

Whenever it is possible for an affected employee to rectify the risk issue or situation the affected employee will take the appropriate immediate actions, they are able in order to rectify the situation.

If the matter is not able to be resolved independently the affected employee will raise the issue with their immediate Supervisor. The Supervisor will ensure that all employees who are affected by the issue are identified and that the issue is discussed with them.

If the issue is not resolved the discussion of the issue will continue between the affected employees, the Supervisor, and the Manager (or representative nominated by him/her).

Decision Feedback

Any issue referred to a Supervisor will require that he/she ensure that either a progress report or a decision on the issue is communicated to the affected employee(s), within 7 working days of the issue being first discussed.

Any issue involving the participation of (or requirement to be referred to) the Manager will require that Manager (or representative nominated by him/her) to ensure that either a progress report or a decision on the issue is communicated to the relevant Supervisor within 7 working days of the issue first being discussed between the Supervisor and affected employee(s).

Any issue referred to a Supervisor will have a decision finalised by the Supervisor and/or Manager (or representative nominated by him/her) within two months of the issue first being raised.

Employee Appeal

An employee who raises an OHS issue can appeal against the decision made. The ground for any appeal is the justified belief by the affected employee that the issue has not been suitably understood by either the Supervisor or Manager (or his/her nominated representative) in their decision.

Once the Supervisor or Manager (or his/her nominated representative) has communicated their decision to the affected employee(s) the employee who raised the issue must appeal the decision within 7 days. An affected employee will not be able to appeal against a particular issue more than once.

ALIT Fire, Evacuation, and Emergency Preparedness

Purpose

The purpose of this procedure is to plan for processes to be followed in the event of an Emergency Evacuation or Fire Emergency.

Scope

This procedure covers employees, contractors, and members of the public on-site.

Definitions

Emergency Preparedness Plan – is a plan that is in place and can be actioned in an emergency.

Actions

As a part of the induction process, all employees shall be informed of specific fire, evacuation and emergency procedures at the workplace.

1. Fire

The risk of fire breaking out in the workplace and spreading will depend upon the materials being used and stored, the standard of housekeeping, work practices, the construction and layout of the premises and the training of employees.

The risk to people after a fire has started depends upon the adequacy and maintenance of a means of escape, the fire alarm system and the training of the personnel in fire and evacuation procedures.

2. Evacuation

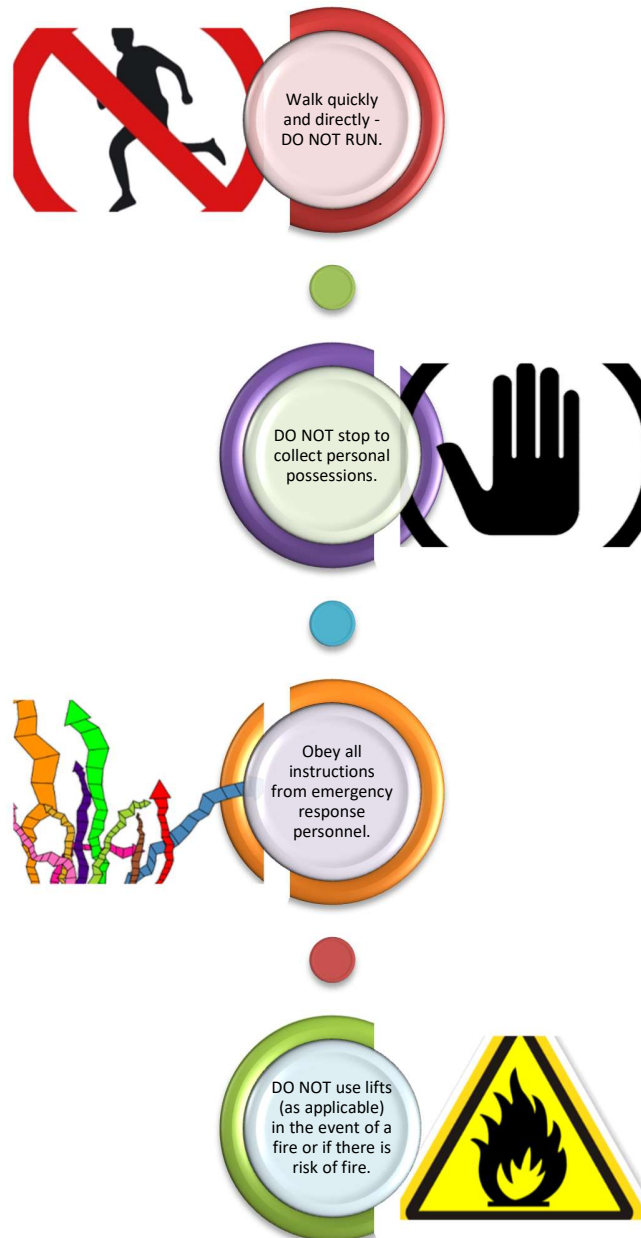
Employees should follow any instructions given to them by designated fire wardens and/or emergency services representatives in the event of an evacuation.

Employees must evacuate a worksite when:

- A fire alarm or an evacuation alarm is activated;
- It is hazardous to life to remain;
- instructed to evacuate by a member of an emergency service (such as fire brigade, police, state emergency services) which could be as the result of an emergency in the near vicinity and not your actual building;

- instructed to evacuate by a member of the emergency response team (e.g., Building Emergency Fire Warden) as indicated on the Evacuation Plan.

The following instructions must be followed when evacuating a site:



ALIT First Aid Procedure

Purpose

The purpose of this procedure is to describe the first aid system that is in place for all ALIT employees.

Scope

This procedure applies to all worksites where ALIT employees work.

Actions

ALIT shall ensure that all employees are provided with appropriate access to First Aid facilities, services and supplies.

ALIT Housekeeping Procedure

Introduction

Good housekeeping is a basic part of accident and fire prevention. Effective housekeeping can eliminate some workplace hazards and help get a job done safely. Poor housekeeping can contribute to accidents by hiding hazards that cause injuries. Housekeeping is not just cleanliness. It includes keeping any work areas neat and orderly. The office environment is more than simply furniture placement. The environment of an office includes issues such as cleanliness, order, and maintenance. Effective housekeeping in any workplace is an ongoing operation.

Application

The following housekeeping standards are required in any workplace under the management or control of ALIT:

- Work and storage areas are to be kept neat and tidy.
- Walkways and access areas are to be kept free of obstructions.
- Electrical cords are not to be placed in areas where they may be subjected to damage or cause a trip hazard.
- Ensure all rubbish is cleared away as soon as possible and placed in correct bins.
- Areas shall only be used for purposes for which they are intended.
- Material stored in open areas shall be stored in a tidy manner and in appropriate containers.
- Vehicles shall be parked only in authorised parking places.
- Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers, and exits shall be unobstructed, and free from slipping or tripping hazards, and combustible materials.

- Access to safety and firefighting equipment shall be unobstructed.
- There shall be arrangements for routine cleaning, tidying, and inspection of all areas in a workplace, including amenities.
- Removal of rubbish, scrap, or unwanted material to a designated place shall be an integrated part of all tasks.
- Exit signs and other relevant safety signs must be visible from any defined walkway.
- Sufficient, lidded trash receptacles are to be located in kitchens, staff lounges, break rooms, and other locations where food is consumed.
- The contents of refrigerators and cupboards are to be checked each week and defunct food items removed.
- Toilets are to be cleaned each day they are used. Tissue, soap, and paper towels are to be available in adequate supplies.
- Cleaning supplies shall be clearly marked and stored in spill-proof containers.

ALIT Workplace Health and Safety Rules

The following rules are applicable in all ALIT workplaces:

Employees are to report all unsafe conditions and equipment to their immediate supervisor.

Employees are to report immediately all accidents, injuries and illnesses to their immediate supervisor.

Materials and equipment are not to be stored against doors or firefighting equipment.

Work areas are to be maintained in a neat and orderly manner.

Cleaning solvents and flammable liquids are to be stored in appropriate containers, suitably labelled, and kept lidded.

Solutions that may be poisonous, or are not intended for consumption, are to be kept in suitably labelled containers.

Employees are to beware of electrical hazards.

No smoking is allowed in any buildings. Smoking is permitted in relevant designated areas only.

Possession of alcohol within any workplace is strictly forbidden.

Access to fire exits, fire hoses, and fire extinguishers is not to be obstructed at any time.

ALIT Incident Reporting and Investigation Procedure

 **See-it**

 **Hear-it**

 **Report-it**

Purpose

The purpose of this procedure is to describe the process for incident reporting and incident investigation with respect to employees of ALIT.

Scope

This procedure applies to all accidents, injuries and/or incidents that occur on worksites in relation to the role of ALIT employees.

Definitions

Within the scope of OHS legislation the following terms and definitions are generally used:

Incident - a negative sequence of events which results in injury to a person.

Dangerous occurrence – is a negative sequence of events which exposes a person in the immediate vicinity to risk of injury.

Australian OHS legislation generally prescribes both notifiable injuries and notifiable dangerous occurrences.

Actions

1. Accident Reporting and Investigation - Internal

All injuries and dangerous occurrences must be notified to the Supervisor/Manager immediately. ALIT shall investigate injuries and dangerous occurrences as appropriate, through the use of the Accident Investigation Report Form. This investigation shall include the classification of injuries, the recording of the incident and investigation to facilitate a satisfactory outcome.

An Accident Investigation Report Form shall be completed by the Supervisor/Manager in consultation with the employee involved. The Manager Compliance of ALIT is also to be notified as soon as is feasible by the relevant Manager.

Records of actions taken shall be maintained and recorded on the Accident Investigation Report Form.

Where an injury/dangerous occurrence have occurred at a client’s worksite, then the client shall be notified as soon as practical.

EMERGENCY RESPONSE PROCEDURES

ALIT WORKPLACES

Remember:

- Once an emergency has been identified the priority is the protection of life.
- This involves warning people at risk and ensuring their safety.
- No employee is to put them self at risk during the course of an emergency situation.

If you discover a:	FIRE CHEMICAL SPILL
If you receive a:	BOMB THREAT
If you encounter a:	SUSPICIOUS PERSON
If you experience a:	MEDICAL EMERGENCY

TELEPHONE: “000”

If no response or unable to locate “000” then contact ALIT at (03) 99175018.

EMERGENCY EVACUATION PROCEDURES

When instructed to Evacuate by your Supervisor or the Site Emergency Warden:

- Use the nearest safe exit to walk to your designated Emergency Assembly Area.
- Remain at your Emergency Assembly Area until instructed otherwise by your Supervisor or Site Emergency Warden.
- Supervisors are to conduct a head-count of employees under their control at the Emergency Assembly Area.

- DO NOT TELEPHONE “000” or 1300 372 842 TO INQUIRE REGARDING THE PROGRESS OF AN EMERGENCY SITUATION.

EMERGENCY TELEPHONE NUMBERS – EXTERNAL SERVICES (VICTORIA)

FIRE BRIGADE – AMBULANCE – POLICE – STATE EMERGENCY SERVICE 000

ENVIRONMENT PROTECTION AUTHORITY 1300 372 842 (24 Hours)

Monitoring, evaluation and review

The Compliance Department must monitor, evaluate and review this policy and relevant procedures on an ongoing basis and suggest relevant changes to ALIT Management.

Version Control:

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