

Safety Guidelines (Learners)

Holmesglen takes its responsibilities seriously under the Victorian Occupational Health and Safety legislation.

Holmesglen's commitment to safety is set out in the Institute's Occupational Health and Safety Policy (accessible from our website at [Policies \(holmesglen.edu.au\)](https://policies.holmesglen.edu.au)).

We are responsible for providing a safe working environment and trying to ensure that our facilities are safe for learners, employees and visitors. We strive to, so far as is reasonably practicable, to provide you with a happy, healthy and safe environment in which to learn.

In turn, we expect you to take reasonable care for the health and safety of yourself and others around you and to follow all rules and procedures as set out in the Student Safety Presentation.

Learner responsibilities

You also have a responsibility under OHS legislation. This includes taking reasonable care for the health and safety of yourself and others, cooperating with teachers/trainers and Institute employees and respecting any actions taken by Holmesglen to comply with OHS Legislation.

Any personal property brought onto Institute premises is your responsibility and Holmesglen does not accept any responsibility for the loss of or damage to your personal property.

Accidents, incidents and hazards

If you are involved in an accident or incident or on becoming aware of a hazard that could cause an injury or illness to yourself or others, you must report it to your teacher/trainer or Security Services as soon as possible.

In an emergency or other security concerns

Contact the Institute's Security Services immediately if you see an actual or imminent occurrence, which could endanger or threaten the safety or health of any person at Holmesglen or threatens to destroy or damage any property.

Holmesglen Security Services operations are 24/7 and you may contact Security Services employees at any time for support and advice or to make a report, including:

- Report criminal or suspicious behaviour
- Report an emergency, a hazard or a safety issue
- Request for first aid assistance
- Request for more information on general parking matters or for disabled parking access
- Request for form information on secure bicycle parking
- Seek help for all other security concerns while on campus or in learner accommodation.

Report all emergencies to Security Services:

Chadstone campus: 03 9564 2000

Moorabbin campus: 03 9209 5555

Glen Waverley campus: 03 9564 6200

Drummond Street campus: 03 9209 5400

Bourke Street campus: 0478853410

North Melbourne campus: 03 9564 4706 or 0409 790 524

Let the Security Officer know:

- The nature of the problem (e.g. fire, medical, assaults).
- The location of the emergency.
- Your name and the phone number you are calling from.

Bullying, harassment, discrimination and abuse

All learners, children and young people have a right to a safe physical and emotional environment where they are treated with fairness, equity, dignity, courtesy and respect and which is free from all forms of discrimination, bullying, harassment, emotional, physical and or sexual abuse.

- As a learner, you have an obligation to take reasonable care for your health and safety and that of others.
- All learners, employees and visitors have the right to work and learn in an environment free from bullying, harassment, discrimination and abuse. Holmesglen has zero tolerance for these types of behaviours.
- If you feel you or others have been a victim of discrimination, bullying, harassment or abuse of any kind you should report this to your teacher/trainer or Student Wellbeing.
- If you have any concerns regarding your safety and wellbeing please report it to your teacher/trainer or to Security Services in an emergency.

Child abuse

Holmesglen is a child safe organisation and is passionate about the safety and wellbeing of all members of the Holmesglen community, especially children and young people. Holmesglen has zero tolerance of child abuse and any practices which place a child at risk. Child abuse includes, physical violence, sexual abuse, grooming, sexual misconduct, serious emotional or psychological abuse and neglect.

Speak to your teacher, a counsellor or Student Wellbeing on 95641649 if you or someone else is experiencing any form of abuse or if you are concerned or suspect abuse may be occurring.

If you feel that you are threatened or feel unsafe, you must call Holmesglen Security Services on 03 9564 2000

The poster is blue with white and black text. At the top left is the TAFE VICTORIA logo, and at the top right is the Holmesglen logo. The main headline reads: "Keeping learners, children and young people safe from abuse is everybody's responsibility. If you see something say something!". Below this, there are two columns of text. The left column states: "All learners, children and young people have a right to a safe physical and emotional environment. Bullying, harassment, discrimination, violence, aggression or abuse in any form will not be tolerated at Holmesglen. If you see something inappropriate or suspicious, the most important thing you can do is tell someone about it." The right column features a QR code with the text: "Scan the code to learn more about Child abuse and the support available". At the bottom, there is a call to action: "If you or another person are experiencing any form of abuse, talk to your teacher or contact:". Below this are two contact boxes. The first box is for Student Wellbeing, with contact details: T: 03 9564 1649, E: studentwellbeing@holmesglen.edu.au. The second box is for the Associate Director Human Resources - Operations, with contact details: T: 03 9564 2676. At the very bottom, there are small footnotes: "© 2024 TAFE Victoria. All rights reserved." and "Printed by Holmesglen Printing".

TAFE VICTORIA

holmesglen

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Bullying, harassment, discrimination, violence, aggression or abuse in any form will not be tolerated at Holmesglen. If you see something inappropriate or suspicious, the most important thing you can do is tell someone about it.

Scan the code to learn more about Child abuse and the support available

If you or another person are experiencing any form of abuse, talk to your teacher or contact:

Student Wellbeing
T: 03 9564 1649
E: studentwellbeing@holmesglen.edu.au

**Associate Director
Human Resources - Operations**
T: 03 9564 2676

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As part of its commitment to your online safety Holmesglen blocks internet access for employees and learners to illegal, unethical and malicious content including child abuse, pornography, explicit violence, and discrimination. Learners are encouraged to follow some basic online safety tips when navigating the internet and using social media:

- Protect your personal information, avoid sharing sensitive information like your address or phone number.
- Be mindful of your social media posts and comments, consider the long-term impact of your actions, respect the privacy of others.
- Use strong password and Two-Factor Authentication (2FA) when possible.
- Make sure you backup your data and can restore it.
- When using email, do not click on links or download attachments from unknown or untrusted sources. Look for inconsistencies or signs of a scam.

The eSafety commission provides information regarding keeping safe online including; online hate, online gaming, cyberbullying and help dealing with violent and distressing content. You can access their website at <https://www.esafety.gov.au>

Student Wellbeing can provide counselling support if you have been impacted by harmful online content.

Learners are encouraged to follow some basic online safety tips when navigating social media sites, using gaming apps, or any other online or electronic service or platform.



Top 5 online safety tips

- 1 Think of others' feelings** before you post, like or share content.
- 2 Ask for permission** before you share a photo or video with someone else in it. Respectful online relationships start with consent.
- 3 Be an upstander.** Speak up if you see someone cyberbullying or sharing nudes in a group chat – let them know that's not OK. Report and delete it.
- 4 Use privacy and screen time settings** to take control of your digital life and its impact on your mental health.
- 5 Ask for help.** Cyberbullying and sharing intimate images without consent can be distressing, but eSafety can help remove them.

For counselling support contact Holmesglen's Student Wellbeing department on 03 9564 1649 or studentwellbeing@holmesglen.edu.au

eSafetyyoungpeople eSafety.gov.au/young-people

Cyberbullying

Cyberbullying is when someone uses the internet to say inappropriate or unacceptable and mean things to another person that makes, they feel bad or upset.





This can happen on a social media site, gaming apps, or any other online or electronic service or platform. This can include posts, comments, texts, messages, chats, livestreams, memes, images, videos and emails. These are some examples of ways the internet can be used to make someone feel bad or upset:

- Sending hurtful messages about them.
- Sharing embarrassing photos or videos of them.
- Spreading nasty online gossip about them.
- Leaving them out online.
- Creating fake accounts in their name.
- Tricking them into believing you are someone else.

Below are some steps to report cyberbullying.

How to Report Serious Cyberbullying

How to report serious cyberbullying



- 1**
Collect evidence
Screenshot the harmful content, webpage address (URL), account username.

- 2**
Report
Report to the online service – if they don't respond, report to **eSafety.gov.au**.

- 3**
Prevent further contact
Use settings to ignore, mute or block the other person and check your privacy settings.

- 4**
Get more help
Talk to a trusted adult or a counsellor about the impact.


If you are in immediate danger or at risk of harm call Triple Zero (000).
If you need to talk to someone, visit kidshelpline.com.au or call them on 1800 55 1800, 24 hours a day 7 days a week.

Serious cyberbullying means sending or sharing harmful online content that badly upsets someone under 18. It may make them feel harassed (hassled), humiliated (embarrassed), threatened (unsafe) or intimidated (scared to do or say something).

For counselling support contact Holmesglen's Student Wellbeing department on 03 9564 1649 or studentwellbeing@holmesglen.edu.au

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  **eSafety.gov.au**

Drugs and alcohol

You must not attend Holmesglen while under the effect of alcohol or drugs as you will not be permitted to commence or continue classes.

Smoking and Vaping

Holmesglen is working towards a Smoke and Vape free environment. Some campuses will be smoke and vape free except for clearly designated smoking and vaping areas. Maps of designated smoking and vaping areas are displayed on learner notice boards throughout the Institute and are also available on the student intranet. These areas have been chosen to minimise the overall effects of second-hand smoke exposure to learners, employees and visitors while on Holmesglen's premises.

Bourke Street, Futuretech and Drummond Street are Smoking and Vaping free due to the working environment. Signage advising this is on the learner notice boards throughout the campus and available on the student intranet.

Entry requirements for workshops and laboratory safety

Workshops and Laboratories may be hazardous or dangerous places and great care must be observed when working in these areas.

A minimum requirement would be to wear enclosed footwear, overalls, long pants and shirts, uniforms, laboratory coats, hearing protections and safety glasses.

Observe the personal protective equipment (PPE) and clothing signs displayed on entry doors, walls and on equipment itself.

Chemicals

Many of the chemicals we work with can be harmful to our health if we are exposed to them. Some pose a risk of injury or an incident if not handled properly. Your teacher/trainer will provide you with all the necessary information and training that is required for you to use these substances safely.

Plant and equipment

There is a variety of plant and equipment used at Holmesglen. You may only use machinery and equipment that you have been instructed to use and are suitably trained in its operation. You must always follow safe work practices as provided by your teacher/trainer. At no time shall you operate any plant or equipment that you have NOT been trained in.

Ask for help if you are unsure about how to use a piece of equipment or undertake a task, particularly before carrying out new or unfamiliar work.

Restricted access areas

Some areas of the Institute are restricted access areas and only authorised persons are permitted to enter these areas. You are not permitted to enter any of these areas without the consent of Property Services or your teacher/trainer.

Learner Feedback or Complaints

All learners, children and young people have the right to voice their concerns or provide feedback through Holmesglen Complaints and Appeals process.

A formal complaint may be lodged to Holmesglen's Complaints and Appeals Coordinator, by email complaints@holmesglen.edu.au or phone on 03 9564 2046.

For more information on Holmesglen's complaints and appeals process visit Holmesglen website @ <https://holmesglen.edu.au/Students/Student-resources/Complaints-and-appeals/>

If you feel that you are threatened or feel unsafe, you must call Holmesglen Security Services on 03 9564 2000