

Policy Number	PO-06
Approval Date	22/06/22
Implementation Date	31/01/2020
Proposed Review Date	30/06/2020

Purpose

This Policy outlines the NMLL's approach to inform staff, students and visitor of official health warnings, including Heat Alerts.

Scope

This Policy applies to NMLL staff, students and visitors to NMLL, including course applicants, those involved in on-site activities and contractors.

Background

Experts advise that extreme weather will be more frequent. These events may affect peoples' health. NMLL is committed to providing a safe working environment for staff and a safe environment for students and visitors. Consequently NMLL will be proactively receive disseminate and act on health alerts and advice.

Policy

- NMLL will at all times be registered to receive official health warning from the Commonwealth Chief Medical Officer and Victoria's Chief Medical Officer.
- NMLL will determine if the advice is appropriate to those engaged with NMLL or at NMLL premises.
- Where the advice applies to those engaged at NMLL or at NMLL premises the advice will be transmitted to those affected at the earliest convenience.
- Information will be conveyed in the most appropriate manner for each audience.
- Required actions will be implemented and monitored until such time as the health warning is rescinded.

Related Procedure/s or other Quality Documents

- None.

APPROVAL AND REVIEW

Approved By: Mark O'Neil
Position: Chairperson
Meeting Name: NMLL Committee of Management
Meeting Date: 20/2/2020
Effective Date: 30/1/2020
Review Date: 30/4/2021
Policy Owner: Cliff Rundle
Contact Details: manager@nml.org.au

Amendments

Version	Date	Author	Change Description
V1	30/1/2020	Cliff Rundle	Initial interim Policy required for AMEP
V2	22/6/2020	Cliff Rundle	Approved by NMLL Com
V3			
V4			