

Australian Workplace Training
POLICIES & PROCEDURES

Work Health & Safety

Section	Business Operations					
Authorisation	Chairperson					
Position Responsible for Implementing	CEO					
Effective Date	2003	2011	2013			
Revision History	v1.0	v1.1	v1.2			
Version History	v1.1 OH&S Committee amended to allow for an OH&S Officer V1.1 changed from OH&S to WH&S					

1 STATEMENT OF INTENT

Australian Workplace Training Pty Ltd (AWT) sees the proper management of Work health, safety as ranking equally with all other operational considerations.

It is the aim of AWT to minimise the risk of injury and disease to its employees and other persons by adopting a planned and systematic approach to the management of Work health, safety and welfare and providing the resources for its successful implementation.

2 OBJECTIVES

The objectives of this policy are to ensure:

- All hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled;
- Measures to control hazards and risks to health and safety are regularly monitored and evaluated;
- Employees participate and contribute to the decision making process on Work health and safety matters effecting their health and safety at work; and
- All managers, supervisors and employees receive information, instruction, training and supervision they need to safely carry out their responsibilities.

3 STRATEGIES

Australian Workplace Training Pty Ltd will achieve its Work health, safety objectives by adopting a preventative approach to its management of developing and implementing appropriate policies and procedures which document standards and guide directors and employees in carrying out their responsibilities in:

- Identifying hazards and risks to health and safety associated with tasks and activities carried out by AWT;
- Assessing the degree and level of risks arising from hazardous tasks or activities;

- Selecting, implementing and maintaining appropriate measures to control risks to health and safety;
- Consulting with employees and their representatives on matters which may affect their health and safety; and
- Identifying, developing and providing appropriate information, instruction and training to equip Directors and employees with the knowledge and skills necessary to meet their responsibilities; and developing, implementing and monitoring plans to put AWT's health and safety policies and procedures into effect.

4 ROLES AND RESPONSIBILITIES

4.1 Responsible Officer

The Chief Executive Officer as the responsible officer has the overall responsibility to provide a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement strategies.

In particular the CEO will ensure:

- Appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety;
- Mechanisms are provided which enables the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures;
- Employees are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
- Mechanisms are provided to enable the assessment of employee's health and safety performance;
- Work health and safety performance is an integral component of Australian Workplace Training Pty Ltd business and financial plans; and
- Mechanisms are provided to regularly monitor and report on health and safety performance.
- At least one staff member on duty at all times holds a current Senior First Aid Certificate.
- Sick room/first aid facilities are provided and maintained for students and staff.

4.2 Managers

Managers have a responsibility in their areas of control to ensure:

- They carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- Relevant health and safety are effectively implemented;
- All risks to health and safety are identified, assessed and effectively controlled;
- The effectiveness of risk control measures are regularly monitored and deviations rectified;
- Employees have adequate knowledge and skills to carry out their health and safety responsibilities; and employees and their representatives are consulted on any

proposals for, or changes to the workplace, work practices, policies or procedures that may affect the health and safety of employees.

4.3 Employees

Employees have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Employees have a responsibility to

- Report any incident or hazards at work to their manager or supervisor;
- Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- Obey any reasonable instruction aimed at protecting their health and safety while at work;
- Use any equipment provided to protect their health and safety while at work;
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- Consider and provide feedback on any matters, which may affect their health and safety; and ensure they are not affected by alcohol or another drug, which may endanger their own, or any other persons' health and safety.

4.4 Health and Safety Committee or Officer

4.4.1 AWT will establish a health and safety committee consisting of management and employee representatives.

4.4.2 Alternatively, AWT will appoint an OH&S Officer who will carry out the functions of the health and safety committee

The Health and Safety Committee or Officer will be the principal forum/contact wherein management consults with employees on broad health and safety and policy issues.

The responsibilities of the Committee/Officer are to:

- Assist in the development, monitoring and review of health and safety policies and procedures;
- Consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees;
- Promote the importance of health and safety amongst management and employees;
- Monitor AWT health and safety performance;
- Monitor the rehabilitation of injured employees; and assist in the resolution of health and safety disputes.

5 REVIEW OF POLICY

The Health And Safety Policy will be reviewed annually in consultation with the Health and Safety Committee.

The review will involve assessing the effectiveness of the policy and program by such means as:

- Reviewing overall health and safety performance.
- Monitoring the effectiveness of policies and procedures.

6 DISSEMINATION POLICY

As part of each employee's induction, they will be provided with a copy of the AWT Work health and safety policy. Employees will have ready access to all health and safety policies and procedures through their supervisors and health and safety representatives.

7 LONG DISTANCE DUTY OF CARE

AWT will contact employees on long distance trips daily, upon arrival and before departure of return journey to ascertain their safe arrival, adequate accommodation, commencement of return journey and safe arrival at return.

8 RESPONSIBLE OFFICER

Annette Tsouris, Director of Studies