

Purpose:

Management and staff at Skills Training Australia are committed to ensuring a safe and healthy environment for employees, clients and visitors. Skills Training Australia encourages cooperation to safeguard employees and others in the workplace in areas of risk control, hazard prevention, accident prevention, health preservation and fire protection.

Policy Outline:

All Skills Training Australia Management and staff will comply with the relevant occupational health and safety legislation and regulations stipulated in the *Occupational Health and Safety Act 2004*.

Policy Detail:

Management

- is committed to ensuring the highest level of safety, health and welfare in accordance with the relevant legislation
- support the development, promotion and maintenance of appropriate health, safety and return to work programs
- will ensure appropriate information, finance, facilities, resources and training are effectively implemented
- will ensure adequate job training and all necessary health and safety and return-to-work information is provided to enable staff to perform tasks in a safe and healthy manner
- will ensure all accidents, incidents, near misses and work-related illness are reported, examined for trends and/or patterns of frequency

Employees

- have a responsibility to cooperate with and work within Skills Training Australia's OH&S procedures to ensure their safety as well as the safety of others. This includes:
 - following workplace procedures
 - reporting immediately any damaged equipment or risks they may identify in their place of work
 - reporting any accidents, incidents, near misses or injuries
 - using Personal Protective Equipment (PPE) when required
 - encourage other employees to follow safe work practices

Visitors

- are expected to comply with the OH&S standards of the organisation

Contractors

- will undergo an approval process, which will include their commitment to comply with OH&S requirements of Skills Training Australia as well as the relevant Acts or Regulations prior to their engagement
- are required to observe the directions given to them by the designated Skills Training Australia staff overseeing their work, whilst on company premises
- failure to comply with any agreed requirements will be sufficient grounds for termination of any contract

Consultation:

The Senior Management Team is responsible for monitoring the continued adequacy of the OH&S processes implemented by Skills Training Australia, and facilitating the consultative process.

OHS Contacts during office hours:

| Campus | Contact | Telephone |
|--------|---------------|--------------|
| CBD | Jo Brancato | 1300 656 669 |
| Knox | Shani Cossins | 1300 656 669 |

Occupational Health & Safety Program:

The OH&S program will cover all activities and procedures and be regularly monitored and updated. It will include:

- OH&S Induction as well as ongoing training
- Workplace hazard inspections, risk assessments and control measures
- Workplace procedures development, review and updates
- Provision of OH&S equipment, services and facilities
- Emergency procedure drills, including the location of the evacuation assembly area and first aid
- Provision of information and consultation with managers, employees, contractors and visitors
- Reporting and recording procedures for incidents, accidents and near misses, as well as review and corrective actions

Approval Authority:

This Policy is approved by Skills Training Australia Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

Documents Referenced:

- *Occupational Health and Safety Act 2004*