

Work Health and Safety Policy

1. Purpose

All-Ways Training Services (AWTS) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, AWTS is required to comply with relevant Federal, State and Territory laws, including that relating to Workplace Health and Safety.

The purpose of this policy is to ensure AWTS complies with the relevant Commonwealth Work Health and Safety (WHS) regulations and regulatory requirements that are relevant to its operation and Scope of Registration.

2. Policy Statement

AWTS is committed to providing a learning environment which is free from health and safety hazards. AWTS will ensure that all staff, students, clients and visitors are fully informed of health and safety requirements including Emergency Procedures that affect their duties or participation in vocational education and training.

AWTS will:

- Provide staff, students, clients and visitors with a safe and healthy learning environment;
- Provide a safe and healthy workplace to allow all our employees to perform their tasks to their maximum potential, safely and efficiently; and
- Comply with relevant laws, regulations and standards.

3. Policy Principles

3.1 Underpinning Principles

- a) AWTS uses a consultative and participative approach with employees regarding Workplace Health and Safety.
- b) AWTS considers Risk Management a top priority in all activities on and off site and WHS is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.
- c) The Directors of AWTS obtain regular feedback from staff, students and clients, and any identified actions are processed in accordance with the **Continuous Improvements Procedures**.
- d) AWTS at all times plans for and monitors its employees and students wherever they are working.
- e) Evaluation of WHS matters are discussed in regular Continuous Improvement meetings.
- f) AWTS provides ergonomic equipment at all times.

- g) Safe use of equipment is discussed at regular staff meetings.
- h) Safe plant and equipment are provided and maintained by AWTS.
- i) Environmental protection is an AWTS concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.

3.2 First Aid

- a) AWTS has qualified first aid competent employees at all times.
- b) AWTS ensures first aid is only administered by qualified first aid competent employees.

3.3 Management of Workplace Hazards/Risks

- a) AWTS conducts regular safety inspections in the workplace.
- b) Trainers/Assessors must undertake a safety inspection of training and assessment environment prior to commencement each day.
- c) Hazards may be identified at any time and are to be reported to Director AWTS immediately.
- d) Hazard Management will include:
 - i. Hazard identification;
 - ii. Risk Assessment;
 - iii. Risk Control; and
 - iv. Monitoring and Evaluation.

3.4 Reporting Accidents and Incidents

- a) All accidents and incidents must be reported immediately to Director AWTS.

3.5 Emergency Management Plan

- a) In the event of an accident or incident, emergency management plans must be followed. These may include:
 - i. Administration of first aid;
 - ii. Organising medical assistance (paramedics, doctors, transport to hospital/medical facility);
 - iii. Evacuation protocols;
 - iv. Hazard corrective actions.

4. AWTS Responsibilities

4.1 Primary Duty of Care - AWTS

- a) AWTS will:
 - i. Provide and maintain: safe work areas and systems of work; adequate facilities and amenities.
 - ii. Monitor the work environment to maintain safe working conditions.
 - iii. Provide adequate information and training to workers regarding workplace health and safety (including ways of reporting health and safety issues).
 - iv. Keep information and records relating to the health and safety of their employees.

- v. Nominate a person at the appropriate level to be the employer's representative when health and safety issues arise.
- vi. Ensure that an appropriate person is nominated by the workers to be the employee representative when health and safety issues arise.

4.2 Primary Duty of Care – Employees and Students

- a) All employees and students have a primary duty of care to:
 - i. take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace; and
 - ii. co-operate with their employer or trainer with respect to any action taken by the employer or trainer to comply with any requirements imposed by or under this Act;
 - iii. not wilfully or recklessly interfere with or misuse safety equipment that is provided; and
 - iv. not wilfully put at risk the health and safety of others.

5. Legislation

- a) AWTS must abide by the Work Health and Safety Act 2011.
- b) The legislation provides a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by:
 - i. protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work; and
 - ii. providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety; and
 - iii. encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment; and
 - iv. promoting the provision of advice, information, education and training in relation to work health and safety; and
 - v. securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
 - vi. ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this Act; and
 - vii. providing a framework for continuous improvement and progressively higher standards of work health and safety; and
 - viii. maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in this jurisdiction.

6. Records Management

All documentation from Workplace Health and Safety processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

7. Monitoring and Improvement

All practices for Workplace Health and Safety are monitored by the Director All-Ways Training Services and areas for improvement identified and acted upon. (See Continuous Improvement Policy)