

WORK HEALTH AND SAFETY POLICY

1. INTRODUCTION & SCOPE

Adelaide Training and Employment Centre Inc. (ATEC) is committed to ensuring the health and safety of workers, students and others by aiming to achieve the required standards of health and safety as set out in relevant legislative requirements.

This policy applies to all ATEC employees, students, contractors, visitors and others affected by our business across all divisions and work sites of the organisation.

ATEC recognises its duties under the *Work Health and Safety Act 2012* (WHS), including the primary duty of care to ensure, as far as reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of ATEC.

Officers of ATEC including Board Members, Executive and Senior Managers, and Supervisors have a key responsibility with regard to ensuring health and safety of employees, students, contractors and visitors on ATEC sites or engaged in ATEC activities on other locations. In fulfilling this responsibility, there is a duty for Officers to exercise due diligence in providing and maintaining so far as reasonably practicable, a working environment that is safe and without risk to health.

2. APPLICATION

As part of each worker's induction, they will be provided with a copy of ATEC's Work Health and Safety Policy. Workers will have ready access to all health and safety policies and procedures through their supervisors, health and safety representatives and via the ATEC Intranet.

3. OBJECTIVES

ATEC include WHS goals and objectives in its planning, monitoring and reporting processes to:

- Ensure legislative compliance;
- Identify workplace hazards; assessment of risks, implement and review of control measures to provide optimum safety at every site;
- Ensure all plant, equipment and substances are in a safe condition for use;
- Ensure procedures and processes are in place to minimise the impact of any work related hazards and risks to safety;
- Provide relevant information, instruction, training and supervision to employees, students, contractors, visitors and clients, as appropriate;
- Provide genuine opportunities for employee involvement and consultation on matters affecting their health and safety, rehabilitation and compensation;
- Utilise both internal and external expertise as required;
- Take a pro-active consultative approach to providing effective rehabilitation for employees injured at work and a fair and equitable Workers Compensation claims management system.

4. STRATEGIES

ATEC will aim to achieve its work health and safety objectives by the development and implementation of appropriate policies, procedures which document and guide managers, supervisors and workers in carrying out their responsibilities in:

- identifying hazards and risks to health and safety associated with tasks and activities carried out by ATEC;

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- assessing the degree and level of risk 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;
- identifying, developing and providing appropriate information, instruction and training to equip managers, supervisors and workers with the knowledge and skills necessary to meet their responsibilities;
- developing, implementing and monitoring plans to put ATEC health and safety policies and procedures into effect.

Policies, procedures and work health and safety activities will be regularly monitored and reviewed for effectiveness to identify improvements. Management and staff commitment to our coordinated WHS programs are integral to achieving high standards of safety.

Adelaide Training and Employment Centre Inc. will endeavour to consult, cooperate and coordinate work health and safety activities with external stakeholders such as host employers where necessary to assist with work health and safety of all employees hosted to external employers.

This policy will be regularly reviewed as required by legislation and organisational change or at a minimum annually.

5. REPORTING

Reports will be supplied to the Board and Executive Management as required detailing progress of work health and safety performance, progress of improvement, hazard and risk monitoring, and review activities, work injury and hazard statistics.

6. RESPONSIBILITIES OF KEY POSITIONS

6.1 The Board and Chief Executive Officer will ensure:

- They acquire and keep up to date knowledge of work health and safety matters;
- They gain an understanding of the operations of the business and the hazards and risks involved;
- mechanisms and strategies are in place to achieve set goals and objectives;
- mechanisms are provided to regularly monitor and report on health and safety performance.

In addition to the above, the CEO will also ensure:

- Managers and supervisors are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
- Appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimized;
- Information regarding incidents, hazards and risks is received and the information is responded to in a timely way;
- Processes are developed and are implemented for complying with any legal duty or obligation;

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- Processes are verified, monitored and reviewed;
- Work health and safety performance is an integral component of ATEC's business and financial plans;
- Annual health and safety strategic plans are developed and implemented to meet health and safety objectives.

6.2 Host Employers

Functions of a Host Employer:

- Host Employers have the same WHS duties to apprentices/trainees/on-hire personnel as to their own workers;
- Must demonstrate due diligence. May be prosecuted as a consequences if fail to apply due diligence in decision making;
- Keep up to date or develop work health and safety policies and procedures;
- Have a duty of care to eliminate or minimise risk so far as reasonably practicable;
- Required to conduct a Job Safety Analysis to assess risks and hazardous jobs/tasks; and produce the relevant Safe Work Method Statements and/or Safe Work Procedures;
- Must coordinate, consult and cooperate with ATEC;
- Provide apprentices/trainees/on-hire personnel with a site specific safety induction outlining work health and safety duties, policies, procedures and practices in the workplace including consultation methods;
- Treat apprentices/trainees/on-hire personnel as they would employees and other workers, with respect to health and safety and the provision of a safe working environment practices and personal protective equipment (PPE) beyond that provided by ATEC;
- Provide adequate supervision of apprentices/trainees/on-hire personnel and within their competency level to ensure that work is being performed safely;
- Consult with ATEC and apprentices/trainees/on-hire personnel regarding any changes which may affect work health and safety;
- Provide further training, instruction or information necessary prior to transferring apprentices/trainees/on-hire personnel to new tasks.
- Encourage apprentices/trainees/on-hire personnel to participate in the identification of hazards specific to their work.
- Support and encourage apprentices/trainees/on-hire personnel to participate in workplace consultative arrangements.
- Allow ATEC representatives access to the workplace and to relevant documents for the purpose of workplace safety assessments and to fulfil their work health and safety duties as a person conducting a business or undertaking (PCBU).

6.3 The Work Health and Safety Coordinator has the responsibility for coordinating ATEC's management of health and safety on behalf of the Chief Executive Officer. The Work Health and Safety Coordinator does not assume the responsibilities of managers and supervisors.

The Work Health and Safety Coordinator has a responsibility to:

- Coordinate the identification, development, implementation and review of health and safety related policies and procedures;

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- Assist managers and supervisors in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- Assist managers and supervisors in monitoring and evaluating hazards and risk control measures;
- Assist managers and supervisors in the identification, development and provision of appropriate health and safety related information, instruction and training;
- Assist managers and supervisors to effectively consult with employees and their representatives;
- Monitor and advise on legislative and technical changes relating to health and safety;
- Monitor and provide regular reports to the The Board, The Chief Executive Officer and the Health and Safety Committee on ATEC's work health and safety performance;
- Support employees and health and safety representatives to follow policies and safe work procedures developed;
- Provide information to employees and their representatives on health and safety.

6.4 Management will provide and maintain as far as possible:

- a safe working environment;
- safe systems of work;
- plant and substances in safe condition;
- facilities for the welfare of workers;
- information, instruction, training and supervision that is reasonably necessary to ensure that each employee, student, contractor and visitor is safe from injury and risks to health;
- a commitment to consult and co-operate with employees in all matters relating to health and safety in the workplace;
- a commitment to continually improve ATEC's performance through effective safety management.

6.5 Managers and Supervisors have a responsibility in their areas of control:

- For the effective implementation and regular reference to the Work Health and Safety Policy;
- Must observe, implement and fulfil work health and safety responsibilities under the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012* which applies to WHS within the ATEC environment; will endeavour to comply with Australian Standards and approved Codes of Practices; and as set out in ATEC's policies and procedures;
- For ensuring that ATEC's Health and Safety Management System is implemented, effective and consistent with ATEC's objectives;
- Must ensure that significant risks associated with hazards in their workplace, are identified, controlled, registered, monitored and reviewed in consultation with HSRs and workers;
- Must ensure that incidents within their workplace are reported and investigated, basic causes identified and control strategies implemented.
- Must ensure that all hazards and risks that are identified but not within their scope to eliminate or control are raised to the appropriate level for consideration and management;
- Must ensure where safety information, instructions or a WHS induction is required, that it is provided. This will include, but not limited to:

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- general inductions for all employees and students;
- specific inductions into areas with elevated risk such as workshops and field trips; or
- inductions for any other activities where health and safety concerns are identified.
- Employees and their representatives are consulted on any proposals for, or changes to the workplace, work practices, policies, or procedures which may affect the health and safety of employees.

6.6 Employees and Students have a responsibility to:

- Take reasonable care of themselves and others in the workplace and ensure that their actions or omissions do not adversely affect the health and safety of other persons;
- To comply with relevant ATEC health and safety policies, procedures and programs, as appropriate;
- Obey any reasonable instruction aimed at protecting their health and safety while working and in the ATEC environment;
- Must use and not bypass or misuse systems or equipment provided for work health and safety purposes;
- Must report any unsafe incidents or conditions that come to their attention, by using the appropriate form or notification to a Supervisor.
- 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, as appropriate.

6.7 Work Health and Safety Committee

ATEC has an established health and safety committee consisting of management and employee representatives. The Health and Safety Committee will be the principal forum for management to consult with employees on broad health, safety and welfare, and policy issues.

Functions of the Committee:

- Facilitating co-operation between management and workers to instigate, develop and carry out measures to ensure the health and safety of workers;
- Assisting in developing health and safety policies, procedures and systems for the workplace;
- Consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect health and safety of workers;
- Analysing reports of hazards work-related incidents and statistics;
- Making recommendations for corrective actions;
- Reviewing health and safety monitoring and work place inspection reports;
- Considering reports that HSRs may wish to submit;
- Assistance in the development of safe work procedures.

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6.8 Health and Safety Representatives

ATEC will encourage and facilitate the formation of work groups and election of Health and Safety Representatives (HSRs) to represent workers on health and safety matters.

The role of health and safety representatives is to:

- Represent their work group on health and safety matters;
 - Participate in the investigation of health and safety related complaints;
 - Assist with the identification and assessment of hazards or risks to health and safety in the workplace and implementation of risk control measures;
 - Monitor risk controls and health and safety policies and procedures;
 - Discuss proposals or matters which may affect the health and safety of workers;
- Make representations to management and report back to workers on any matter relating to health and safety.

6.9 Contractors and Sub-Contractors are considered to be workers within the *Work Health and Safety Act 2012* and the following responsibilities:

- Are to comply with relevant ATEC health and safety policies, procedures and programs, as appropriate and take reasonable care of themselves and others in the workplace;
- Must observe any directions on health and safety from designated officers / employees of ATEC;
- Must use and not bypass or misuse systems or equipment provided for work health and safety purposes;
- Must report any unsafe incidents or condition that come to their attention to their ATEC contact person.

6.10 Visitors in the workplace

Visitors, clients, customers, friends and family at a workplace have work health and safety responsibilities and must:

- comply with any reasonable work health and safety instructions at the workplace; and
- take reasonable care to not put themselves or others at risk.

Lynne Austin
Chief Executive Officer