



STATEWIDE GROUP TRAINING (SA) INC

WORK HEALTH AND SAFETY POLICY

PURPOSE:

Statewide Group Training (SA) Inc. [SGT] recognises the importance of proper management of Work, Health and Safety [WHS]. The most valuable asset to the business is its employees, whose WHS ranks equally with all other financial and operational considerations.

SCOPE:

This policy applies to:

- Board Members
- All employees, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.
- and is not limited to, all aspects of employment; recruitment and selection; conditions and benefits; training and promotion; task allocation; hours; leave arrangements; workload; equipment and transport.
- on site, off site or after hours work; work related social functions; conferences – wherever and whenever staff may be as a result of their SGT duties

POLICY:

It is the responsibility and aim of SGT to minimise the risk of injury and disease to employees and other persons, by adopting a planned and systematic approach to the management of WHS and providing the resources for its successful implementation and continuous improvement.

SGT will endeavour, through the regular review of its systems, to strive for continuous improvement to bring about an ongoing improvement of WHS performance, with the aim of eliminating all unwanted work-related hazards and work-related injuries.

SGT aims to comply with all relevant WHS legislation, Codes of Practice and Australian/New Zealand Standards.

All persons who work at SGT have responsibilities for observing WHS requirements and to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

A breach of this WHS Policy may result in disciplinary action being taken.

Overall accountability for WHS rests with the appointed Responsible Officer of SGT – Namely the Chief Executive Officer.

So far as reasonably practicable, SGT will provide the following:

- A safe workplace and a safe and healthy working environment;
- Implementation of an effective hazard management process;
- Safe systems of work;
- Machinery, equipment and substances in a safe condition; and
- Information, instruction, training and supervision necessary to ensure that each employee, contractor and volunteer is safe from injury and risks to health.

Active consultation and co-operation with employees and their representatives will be undertaken in order to ensure the best possible resolution for WHS issues at SGT. The arrangements for consultation are specified in the WHS Policies and Procedure Manual.



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In all instances, SGT will seek to implement best practice solutions for WHS concerns and ensure compliance with all relevant and current South Australian WHS legislation.

This WHS Policy will be reviewed each year, in consultation with employees and management, using established consultative mechanisms, and revised as necessary to keep up to date with new legislation and organisational changes.

A copy of this WHS Policy will be provided and explained to each employee/apprentice/trainee, host employer, contractor and volunteer and a copy placed in a prominent position of each workplace premises.

SGT will be responsible for:

- Appointing a Responsible Officer who has the overall responsibility to provide a healthy and safe workplace for all employees contractors and volunteers and who will ensure that adequate resources are provided to meet WHS objectives and implement strategies;
- Providing mechanisms to enable employees and their representatives to be consulted on any proposals for, or changes to, the workplace, work practices, or policies or procedures that may affect the WHS of employees, contractors and volunteers;
- Ensuring the provision of adequate information, instruction, training and supervision of all employees, contractors, and volunteers; and
- Ensuring this WHS Policy is implemented throughout the workplace.
- Reprimand or suspension of the contractor if full compliance with the WHS is not applied.
- Providing potential contractors are to be made aware of, and given, sufficient details of WHS policies of Statewide Group Training.
- Ensuring that a SGT representative/delegate must sign the contractor's own WHS Policy prior to the commencement of work
- Ensuring that a WHS contract is signed by the Principal Contractor which acknowledges responsibility for all sub-contractors employed by them in providing these services as a condition of the contract

Managers/Supervisors/Field Officers will be responsible for:

- The WHS of employees, contractors and volunteers they supervise, and for members of the public, clients, and any other persons who are in the area of operation;
- Implementing SGT WHS policies and procedures for which specific roles and responsibilities will be assigned and communicated;
- Day-to-day management of WHS issues within their area of responsibility;
- Effective consultation with employees, host employers, contractors and volunteers on all issues which may affect their WHS at work;
- Effective injury and illness reporting, recording and investigation and effective rehabilitation measure for employees, contractors and volunteers who may suffer work-related injuries and illnesses; and
- Supervising their areas of responsibilities to ensure full compliance with this WHS Policy.

Host Employers will be responsible for:

- The WHS of apprentices/trainees they supervise, and for members of the public, clients, and any other persons who are in the area of operation;
- Implementing WHS policies and procedures for which specific roles and responsibilities will be assigned and communicated;
- Day-to-day management of WHS issues within their area of responsibility;
- Effective consultation with apprentices/trainees, on all issues which may affect their WHS at work;
- Effective consultation with field officers on all issues which may affect the WHS of SGT's apprentices/trainees whilst in their host employment;



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- Effective injury and illness reporting, recording and investigation and effective rehabilitation measure for apprentices/trainees, who may suffer work-related injuries and illnesses; and
- Supervising their areas of responsibilities to ensure full compliance with this WHS Policy and Procedure.

Employees will be responsible for:

- Following safe and healthy work practices at all times;
- Reporting hazards in the workplace to their manager/supervisor/host employer/field officer and to make recommendations to management on how to reduce the level of risk;
- Avoiding adversely affecting their own WHS or the WHS of any other person through any act or omission at work, or by the consumption of alcohol or drugs;
- Making proper use of available safety procedures, safety devices and personal protective equipment at all times;
- Obeying any reasonable instruction from their manager/supervisor/host employer/field officer aimed at protecting their WHS whilst at work and carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- Not (or cause another worker to) interfering with, removing, displacing or rendering ineffective any safeguard, safety device, personal protective equipment or other appliance or work system provided for protection, except when necessary as part of an approved maintenance, repair or emergency procedure;
- Assisting in incident investigations;
- Reporting all incidents to their manager/supervisor/host employer/field officer as soon as possible after the event (preferably within twenty four hours);
- Actively supporting the consultation process; and
- Adhering to this WHS Policy.

Contractors will be responsible for:

- Operate in accordance with the contractual WHS requirements.
- Provide evidence of their own WHS Policies, Procedures and training.
- Comply with all instructions issued during an emergency procedure.

Other relevant SGT policies:

Employees, and in particular Managers are encouraged to read this policy in conjunction with other relevant SGT policies including (but not limited to):

Code of Conduct Policy
Crisis Care Policy
Efficiency and Discipline Policy
Sexual Harassment Policy
Social Media Policy
Workplace Harassment and Bullying Policy
Workers Compensation and Rehabilitation Policy

Reference:

Federal Legislation

- Fair Work Act 2009
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Australian Human Rights Commission Act 1986
- Age Discrimination Act 2004
- Equal Opportunity for Women in the Workplace Act 1999
- Workplace Gender Equality Act 2012
- Approved Codes of Practice



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State Legislation

- Equal Opportunity Act 1984
- Racial Vilification Act 1996
- Work Health and Safety Act South Australia 2012
- Work Health and Safety Regulations South Australia 2012

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 18TH JULY 2019
