

Work Health and Safety

Policy Number: 29
Authorised By: Board of mteSA
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Policy Statement

Murraylands Training & Employment recognises the importance of proper management of work health and safety. The most valuable asset to the business is its workers, whose health and safety ranks equally with all other financial and operational considerations.

It is the responsibility and aim of mteSA to minimise the risk of injury and disease to workers and other persons, by adopting a planned and systematic approach to the management of work health and safety and providing the resources for its successful implementation and continuous improvement.

mteSA endeavours, through the regular review of its systems, to strive for continuous improvement to bring about an ongoing improvement of work health and safety performance, with the aim of eliminating all unwanted work-related hazards and work-related injuries.

mteSA aims to comply with all current relevant South Australian work health and safety legislation, Codes of Practice and Australian/New Zealand Standards.

All person who work for mteSA, including those working in Host Employers have responsibilities for observing work health and safety 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 Work Health and Safety Policy and Procedure may result in disciplinary action being taken.

Procedures:

1. This policy applies to all employees of mteSA
2. Overall accountability for work health and safety rests with mteSA and those who influence or direct workers in carrying out work, while workers are at work in the business or at Host Employer businesses
3. mteSA as reasonably practicable, provides the following on mteSA sites;
 - i. Maintenance of work environment without risk to health and safety
 - ii. Maintenance of safe plant and structures
 - iii. Maintenance of safe systems of work
 - iv. Safe use, handling and storage of plant, structures and substances
 - v. Access to adequate facilities for the welfare of workers at work

- vi. Information, training, instruction or supervision necessary to protect all persons from risks to their health and safety
 - vii. Conditions at the workplace are monitored for the purpose of preventing illness or injury of workers
4. mteSA as reasonably practicable, will:
 - i. Work with the Host Employers to ensure the work facilities and sites are without risk to health and safety
 - ii. Have procedures in place to assess the safety of Host Employers work environments and assess these on a regular basis
 - iii. Provide feedback to Host Employers on possible health and safety risks to employees
 - iv. Provide information, training, instruction or supervision necessary
 5. mteSA will undertake active consultation and cooperation with workers, their representatives and Host Employers is undertaken in order to ensure the best possible resolution for health and safety issues
 6. mteSA will review the Work Health & Safety Policy and Procedures each year, in consultation with employees and revised as necessary to keep up to date with new legislation and organisational changes
 7. A copy of this Work Health and Safety Policy and Procedures is provided and explained to each worker and a copy placed in a prominent position
 8. mteSA is responsible for:
 - i. Ensuring that any persons designated as an officer of mteSA exercises due diligence to ensure that mteSA complies with that duty or obligation and takes reasonable steps to ensure compliance with that legal obligation under the *South Australian Work Health and Safety Act 2012*
 - ii. A clear understanding of the nature of the operations of the employees of mteSA and generally of the hazards and risks associated with those operations
 - iii. Implementing appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
 - iv. Ensuring the provision of adequate information, instruction, training and supervision of all employees
 - v. Ensuring this Work Health and Safety Policy and Procedures is implemented throughout the workplace and that all Host Employers are trained in this area
 9. Employees are responsible for:
 - i. Taking reasonable care for his or her own health and safety
 - ii. Taking reasonable care that his or her acts or omissions at work, or by the consumption of alcohol or drugs does not adversely affect, the health and safety of others
 - iii. Complying, so far as the employee is reasonably able, with any reasonable instruction that is given by mteSA or the Host Employer to allow that person to comply with the relevant current South Australian work health and safety legislation
 - iv. Cooperating with any reasonable health and safety policy and procedures in the workplace and that the employee has been notified

- v.** Reporting hazards in the workplace to the Field Officer and Host Employer/Supervisor and to make recommendations on how to reduce the level of risk
- vi.** Make proper use of available safety procedures, safety devices and personal protective equipment at all times
- vii.** Not (or cause another worker to) interfering with, removing, displacing or rendering ineffective any safeguard, safety device, personal protective equipment or any other appliance or work system provided for protection, except when necessary as part of an approved maintenance, repair or emergency procedure
- viii.** Assisting in incident investigations
- ix.** Reporting all incidents to their Field Officer and Host Employer/Supervisor as soon as possible after the event
- x.** Actively supporting the consultation process
- xi.** Adhering to this Work Health and Safety Policy and Procedure at all times.