

Work Health and Safety Policy



AUPI
AUSTRALIAN
POLYTECHNIC
INSTITUTE.

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PURPOSE

Australian Polytechnic Institute is committed to providing quality training and assessment, in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, Australian Polytechnic Institute complies with relevant Federal, State and Territory laws, including those pertaining to work health and safety.

The policy ensures that Australian Polytechnic Institute complies with the Work Health and Safety Act of 2011 and other relevant Commonwealth Work Health and Safety (WHS) regulatory requirements that are relate to its operation and scope of registration.

RELEVANT STANDARD(S): Work Health and Safety Act 2011

SCOPE

Australian Polytechnic Institute strives to maintain a learning environment free of safety and health hazards, and that all staff, clients, and visitors are made aware of health and safety requirements. These include emergency procedures that can affect their participation in vocational education and training.

Australian Polytechnic Institute will:

1. Provide a healthy learning environment for its staff, clients and contractors;
2. Maintain a safe workplace in order to enable employees to perform their tasks safely and efficiently;
and
3. Comply with laws, regulations and standards that apply to Work Health and Safety.

POLICY PRINCIPLES

1. Underpinning Principles

- 1.1 Australian Polytechnic Institute consults its employees regarding Work Health and Safety (WHS).
- 1.2 Risk Management is a top priority in all activities on and off site, and WHS is essential to risk management. Communication within all levels of Australian Polytechnic Institute ensures everything from clearly marked exits to spill signage and evacuation plans, and will be the foundation of a comprehensive approach to WHS.
- 1.3 The CEO or Nominee of Australian Polytechnic Institute conducts safety risk audits bi-annually. Any identified risks will be logged into the Continuous Improvements Register.
- 1.4 Australian Polytechnic Institute continuously monitors the welfare of its clients and employees, and has contingencies for situations that may negatively affect their health and safety.
- 1.5 Matters pertaining to WHS are regularly discussed in Management meetings.
- 1.6 Australian Polytechnic Institute ensures that its employees and clients have ergonomic equipment.
- 1.7 Staff meetings regularly include discussions about the safe use of equipment.

- 1.8 Australian Polytechnic Institute ensures that it provides and maintains safe plant and equipment.
- 1.9 Australian Polytechnic Institute promotes environmental protection, and ensures that proper disposal of various materials, including industrial waste where relevant, is carried out by all employees.

2. First Aid

- 2.1 Australian Polytechnic Institute always has employees on duty who are qualified to administer first aid.
- 2.2 Australian Polytechnic Institute ensures that only qualified employees administer first aid.

3. Management of Workplace Hazards / Risks

- 3.1 **Error! Reference source not found.** conducts regular safety checks in the workplace.
- 3.2 Trainers/assessors must conduct a safety inspection of the learning environment prior to the commencement of training and assessment every day.
- 3.3 Identified hazards will be reported to the CEO of Australian Polytechnic Institute immediately.
- 3.4 Hazard management will include:
 - 3.4.1 hazard identification;
 - 3.4.2 risk assessment;
 - 3.4.3 risk control; and
 - 3.4.4 monitor and evaluation.

4. Reporting Accidents and Incidents

- 4.1 All accidents and incidents will be reported to the CEO of Australian Polytechnic Institute immediately.

5. Emergency Management Plan

- 5.1 In the event of an accident or incident, emergency management plans must be followed. These may include:
 - 5.1.1 administration of first aid;
 - 5.1.2 organising medical assistance (Paramedics, Doctors, Transport to Hospital/Medical facility);
 - 5.1.3 bomb threat protocols;
 - 5.1.4 evacuation protocols; and
 - 5.1.5 hazard corrective actions.

COMPANY RESPONSIBILITIES

6. Company's Responsibility

- 6.1 Australian Polytechnic Institute will:
 - 6.1.1 provide a safe working environment with adequate facilities and amenities;
 - 6.1.2 maintain safe working conditions through continuous monitoring of the work environment;
 - 6.1.3 ensure that employees have enough information about workplace health and safety, particularly about the reporting of health and safety issues;
 - 6.1.4 maintain the health and safety records of employees;

- 6.1.5 assign a manager to be Australian Polytechnic Institute's health and safety representative; and
- 6.1.6 allow employees to assign one of their peers to be their health and safety representative.

7. Employees and Clients' Responsibility

7.1 All employees and clients are primarily responsible for:

- 7.1.1 their own health and safety, and for the health and safety of those who may be affected by their acts and omissions;
- 7.1.2 cooperating with Australian Polytechnic Institute regarding compliance requirements imposed by or under the Work Health and Safety Act of 2011;
- 7.1.3 avoiding wilful, reckless misuse of safety equipment; and
- 7.1.4 ensuring the health and safety of everybody in Australian Polytechnic Institute by not wilfully putting anyone's health and safety at risk.

LEGISLATION

8. Legislation

8.1 Australian Polytechnic Institute abide by the Work Health and Safety Act 2011.

8.2 Australian Polytechnic Institute adheres to Act's WHS framework, and secures the health and safety of employees and workplaces by:

- 8.2.1 protecting employees and clients against hazards to their health, safety and welfare through the elimination or minimisation of risks arising from work;
- 8.2.2 providing for fair and effective workplace representation, consultation, cooperation and issue resolution in relation to WHS;
- 8.2.3 promoting updates in WHS practices among unions and employer organisations, and helping employers and employees achieve a healthier and safer work environment;
- 8.2.4 promoting the provision of advice, information, education and training in relation to work health and safety;
- 8.2.5 enacting necessary measures to ensure compliance with the Work Health and Safety Act of 2011;
- 8.2.6 ensuring proper scrutiny of persons who perform functions under the Work Health and Safety Act, and proper reviews of actions they have taken in this capacity;
- 8.2.7 providing a framework for continuous improvement and progressive WHS standards; and
- 8.2.8 maintaining and strengthening the national harmonisation of laws relating to WHS, and facilitating a consistent national approach to WHS in this jurisdiction

RECORDS MANAGEMENT

All documentation from WHS processes is maintained in accordance with Records Management Policy.

MONITORING AND IMPROVEMENT

All WHS practices are monitored by the CEO of Australian Polytechnic Institute. Areas for improvement are identified and acted upon. (See Continuous Improvement Policy)

