



AMA SKILLS TRAINING

WORK HEALTH AND SAFETY POLICY

Policy statement

AMA Skills Training strives, through a process of continuous improvement to fully integrate health and safety into all facets of its operations and activities. AMA Skills Training promotes a proactive health and safety management philosophy based on effective communication and consultation, the systematic identification, assessment and control of hazards and the encouragement of continuous improvement and innovation.

Providing and maintaining a healthy and safe work environment is a leadership responsibility. Ongoing support of AMA Skills Training's Work Health and Safety program is the responsibility of everyone.

AMA Skills Training has in place policies and procedures to ensure that staff, students, visitors and guests are provided with a safe environment in accordance with South Australia's work health and safety legislation – which includes the *Work Health and Safety Act 2012 (SA)* and the *Work Health and Safety Regulations 2012 (SA)*, supported by Codes of Practice.

Scope

This policy applies to all employees, students and contractors.

On entering the workplace, visitors, clients and customers of AMA Skills Training will be required to comply with this policy.

Definitions

Hazard is anything that may result in injury to a person or harm to the health of a person.

Risk is the chance of something happening that can cause an accident, injury or harm and is measured in terms of consequences and likelihood.

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Work Health and Safety Act 2012 (SA):

An employer under the Act is known as a Person Conducting a Business or Undertaking (PCBU). The primary duty of a PCBU is to ensure, so far as is reasonably practicable, that the health and safety of workers (and others like clients and customers) is not put at **risk** from the conduct of the business or undertaking (Refer Section 19).

A worker is anyone who works for a PCBU as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer. While at work, a worker must take reasonable care of themselves and others. (Refer Section 28).

Work health and safety (WHS):

Effective WHS management in a workplace requires strong leadership and a commitment from everyone to make the workplace as safe as it can be. To do this successfully people need to understand their responsibilities and how they can meet them.

Responsibilities

Members of Management are held accountable for their performance in managing occupational health and safety in areas under their control. They must also ensure that adequate provision is made to enable WHS standards to meet policy objectives. It is AMA Skills Training policy in the allocation of resources that a high priority should be given to items with significant WHS implications. WHS issues must be included in the meeting agendas at regular intervals and agenda items placed into minutes of meetings.

While the Chief Executive Officer (CEO) has the final responsibility for the WHS of staff at AMA Skills Training, all managers are responsible for planning, implementing and maintaining WHS standards and practices in all areas and activities under their control. This responsibility includes the need to look to the welfare of, and to provide a healthy and safe environment for, their staff, students, visitors and contractors and to ensure that the standards and practices adopted are in conformity with statutory requirements and the provisions of AMA Skills Training's policy. In particular, it is their role to:

- Lead by example in relation to WHS standards and awareness.
- Facilitate requests by staff to elect Health and Safety Representatives (HSR) and / or form a WHS committee with appropriately qualified staff (ensure that the staff attend appropriate training).
- Familiarise themselves with the Work Health and Safety Act 2012 (SA), and in particular with those sections relating to employer responsibilities and the powers and rights of health and safety representatives.
- Appoint appropriately trained emergency personnel.
- Deal with health and safety issues raised by health and safety representatives.

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- Consult with the relevant health and safety representatives, where practicable, on all changes which may affect the work health and safety of staff, students, visitors or contractors.
- Ensure that WHS appears on the agenda of departmental or equivalent meetings at regular intervals, at a frequency consistent with the number of hazards and degree of risk.
- Arrange for WHS rules to be developed, documented and issued to all staff and where appropriate, student, visitors and contractors.
- Ensure that all staff, students, visitors and contractors receive a safety induction that includes information pertaining to emergency response procedures and personnel.
- Ensure that all staff, students, visitors and contractors receive the appropriate information, instruction and training necessary for them to perform work safely and with the hazards to which they are exposed.
- Ensure that contractors are appropriately licensed and qualified to carry out the duties engaged to perform.
- Ensure that adequate emergency equipment is provided and properly maintained, that regular training in the use of the equipment is carried out and that at least two emergency evacuation exercises per annum take place.
- Ensure that the WHS implications of all new work and building alterations are fully assessed at the planning stage.
- Ensure that the health and safety implications of new equipment and new materials are fully assessed prior to purchase.
- Ensure that adequate financial provisions are made for WHS equipment and materials and the maintenance of WHS standards.
- Ensure that hazard identification and risk assessment procedures are developed, documented and maintained for the use, handling, storage, transport and disposal of equipment, materials and substances, and that appropriate risk controls are implemented and maintained.
- Ensure that the facilities and equipment provided are safe and suitable for the types of work to be carried out and that healthy and safe work methods are developed and adopted.
- Ensure that records are maintained in relation to all of the above.
- Indicate safety compliance as part of staff performance appraisal.
- Completed random department WHS audits at least quarterly.
- Complete full site WHS audits annually or earlier if necessary.

Managers

Managers have a particular responsibility for ensuring that the work for which they are responsible is carried out in ways which safeguard the WHS of staff, students in their charge and contractors that they are responsible.

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Managers must:

- Actively practice and develop in their staff proper attitudes towards WHS matters.
- Control the risks associated with the work that they supervise using a documented risk management process.
- Ensure that safe work practices are developed and maintained at all times.
- Arrange for their staff to be instructed in safe and healthy work procedures, and ensure that they are fully informed about particular hazards, and to avoid, eliminate or minimize them.
- Ensure that good housekeeping standards are developed and maintained in the areas under their control.
- Ensure that staff under their control use safety equipment provided when required and in a correct manner.
- Gain a knowledge of employer responsibilities and the powers and rights of health and safety representatives under the Work Health and Safety Act 2012 (SA), through attendance at a WHS training course or by other means.
- Indicate safety compliance as part of staff performance appraisal.

AMA Skills Training staff who engage or manage contractors

The WHS Act states that independent contractors and their employees are to be regarded as employees of the organisation engaging the independent contractor in terms of responsibility for occupational health and safety. The RTO's staff who engage or manage contractors are therefore responsible for the health and safety of the contractor and the contractor's employees, in relation to all matters over which the RTO controls.

AMA Skills Training staff that engage or manage contractors must therefore ensure that:

- Contractors and their employees receive a site specific safety induction which includes the RTO's emergency response and incident reporting procedures and information on site specific hazards
- The equipment and material used by contractors is safe and is used in a manner that does not pose a risk to the contractor(s) or to the RTO staff, students and visitors
- The contractors are not exposed to health and safety risks arising out of the activities of the RTO
- The contractors use appropriate personal protective equipment and safety equipment at all times
- The contractors use safe work methods at all times
- All contractors have statutory compensation and liability insurance.

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Individuals

While responsibility for occupational health and safety at the RTO is a prime function of all levels of management, each member of staff has an overriding moral and legal responsibility for ensuring that his or her own work environment is conducive to good occupational health and safety by:

- Taking action to avoid, eliminate or minimise hazards of which he or she is aware
- Take reasonable care for own safety and safety of others
- Complying with all occupational health and safety instructions, policies and procedures including departmental safety manuals
- Report all identified hazards and accidents or near misses or other incidents to their manager
- Making proper use of all safety devices and personal protective equipment
- Complying with the instructions given by emergency response personnel such as emergency wardens and first aiders
- Not wilfully placing at risk the health and safety of any person at the workplace
- Seeking information or advice where necessary before carrying out new or unfamiliar work
- Maintaining dress standards appropriate for the work being done
- Appropriate protective clothing and footwear must be worn at all times
- Consuming or storing food and drink in only those areas designated
- Being familiar with emergency and evacuation procedures and the location of, and if appropriately trained, in the use of, emergency equipment.

Safety Officers

Management is responsible for appointing a suitable safety officer for the areas under their control. The safety officer is deemed to be the employer's representative (as required by the OHS Act) at the local level. Safety Officers should be free to devote as much time as necessary to occupational health and safety matters. All staff should have direct access to their safety officer.

The main role of a safety officer is to act as a focal point for all occupational health and safety matters arising at the particular location. Carrying out the role involves:

- Identifying hazards and making recommendations to eliminate or reduce risks associated with those hazards
- Providing advice on local occupational health and safety matters and obtaining advice on areas outside their expertise from OHS or other sources
- Bringing to the attention of occupational health and safety hazards associated with their work
- Monitoring health and safety standards and compliance with OHS rules, policies and procedures
- Bringing to the attention of Management unresolved occupational health and safety matters

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- Investigating and reporting on all incidents, injuries and occupational health problems and notifying OHS of incidents and hazards in line with reporting requirements
- Assisting with the promotion of occupational health and safety awareness.

All accidents or near occurrences must be reported. An Incident Report (Form OHSIR) must be completed and submitted to Chief Executive Officer (or their delegate) in the case of an injury or near miss occurring.

Policy developed by:-

Signature: Date:

Print name:

Checked and confirmed by:-

Signature: Date:

Print name:

Comments:.....

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