

# Occupational Safety and Health Policy

## 1. Purpose

The Australian Institute of Commerce and Technology is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, The Australian Institute of Commerce and Technology is required to comply with relevant Federal, State and Territory laws, including that relating to Occupational Safety and Health.

The purpose of this policy is to ensure The Australian Institute of Commerce and Technology complies with the Occupational Safety and Health Act 1984 (WA), the National Vocational Education and Training Regulator Act 2011, Data Protection Laws / Privacy Acts, ESOS Acts 2001 and regulatory requirements that are relevant to its operation and Scope of Registration.

## 2. Policy Statement

The Australian Institute of Commerce and Technology is committed to providing a learning environment which is free from safety and health hazards and that all staff, clients and visitors are fully informed of these safety and health requirements including Emergency Procedures that affect their duties or participation in vocational education and training.

The Australian Institute of Commerce and Technology will:

- Provide staff, clients and contractors a safe and healthy learning environment;
- Provide a safe and healthy workplace to allow all our employees to perform their tasks to their maximum potential, safely and efficiently; and
- Comply with relevant laws, regulations and standards.

## 3. Policy Principles

### 3.1 Underpinning Principles

- a) The Australian Institute of Commerce and Technology uses a consultative and participative approach with employees regarding Occupational Safety and Health.
- b) The Australian Institute of Commerce and Technology considers **Risk Management** a top priority in all activities on and off site and OSH is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.
- c) The Directors of The Australian Institute of Commerce and Technology conduct bi-annual Safety Risk Audits and enter any identified Actions into the **Continuous Improvements Register**. This includes an Action Date and a Date Closed so that the Administrative Officer can follow up any issues with Directors.
- d) The Australian Institute of Commerce and Technology at all times plans for and monitors its employees and clients wherever they are working.
- e) Evaluation of OSH matters are discussed in the regular meetings.

- f) The Australian Institute of Commerce and Technology provides ergonomic equipment at all times.
- g) Safe use of equipment is discussed at regular staff meetings.
- h) Safe plant and equipment are provided and maintained by The Australian Institute of Commerce and Technology.
- i) Environmental protection is a The Australian Institute of Commerce and Technology concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.

### **3.2 First Aid**

- a) The Australian Institute of Commerce and Technology has qualified First Aid competent employees at all times.
- b) The Australian Institute of Commerce and Technology ensures first aid is only administered by qualified First Aid competent employees.

### **3.3 Management of Workplace Hazards / Risks**

- a) The Australian Institute of Commerce and Technology conducts regular safety inspections in the workplace.
- b) Trainers/Assessors must undertake a safety inspection of training and assessment environment prior to commencement each day.
- c) Hazard may be identified at any time and are to be reported to Director The Australian Institute of Commerce and Technology immediately.
- d) Hazard Management will include:
  - i. Hazard identification;
  - ii. Risk Assessment;
  - iii. Risk Control; and
  - iv. Monitor and Evaluation.

### **3.4 Reporting Accidents and Incidents**

- a) All accidents and incidents must be reported immediately to Director The Australian Institute of Commerce and Technology.

### **3.5 Emergency Management Plan**

- a) In the event of an accident or incident, emergency management plans must be followed. These may include:
  - i. Administration of First Aid;
  - ii. Organising Medical assistance (Paramedics, Doctors, Transport to Hospital/Medical facility);
  - iii. Bomb Threats protocols;
  - iv. Evacuation protocols;
  - v. Hazard Corrective actions.

## **4. The Australian Institute of Commerce and Technology Responsibilities**

#### **4.1 Primary Duty of Care – The Australian Institute of Commerce and Technology**

- a) The Australian Institute of Commerce and Technology will:
  - i. Provide and maintain: safe work areas and systems of work; adequate facilities and amenities
  - ii. Monitor the work environment to maintain safe working conditions
  - iii. Provide adequate information and training to workers regarding occupational safety and health (including ways of reporting health and safety issues)
  - iv. Keep information and records relating to the health and safety of their employees
  - v. Nominate a person at the appropriate level to be the employer’s representative when health and safety issues arise.
  - vi. Ensure that an appropriate person is nominated by the workers to be the employee representative when health and safety issues arise.

#### **4.2 Primary Duty of Care – Employees and Clients**

- a) All employees and clients have a primary duty of care to :
  - i. take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace; and
  - ii. co-operate with your employer or trainer with respect to any action taken by the employer or trainer to comply with any requirements imposed by or under this Act;
  - iii. not wilfully or recklessly interfere with or misuse safety equipment that is provided; and
  - iv. not wilfully put at risk the health and safety of others.

### **5 Legislation**

- a) The Australian Institute of Commerce and Technology must abide by the Occupation Safety and Health Act 1984 (WA).
- b) The legislation provides a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by:
  - i. protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work; and
  - ii. providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety; and
  - iii. encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment; and
  - iv. promoting the provision of advice, information, education and training in relation to work health and safety; and
  - v. securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
  - vi. ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this Act; and
  - vii. providing a framework for continuous improvement and progressively higher standards of work health and safety; and

- viii. maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in this jurisdiction.

## **6 Records Management**

All documentation from Occupation Safety and Health processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

## **7 Monitoring and Improvement**

All practices for Occupation Safety and Health are monitored by the Director The Australian Institute of Commerce and Technology and areas for improvement identified and acted upon. (See Continuous Improvement Policy)