

Occupational Safety & Health Policy

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Preamble

This policy will provide guidelines and procedures to ensure ETAS (WA) Pty Ltd and any and all of its subsidiaries and trading names (referred to as Schrole ETAS or ETAS Group) continues to meet the requirements of the National Vocational Education and Training – Standards for Registered Training Organisations 2015 in respect to our Occupational Health and Safety obligations.

Purpose and policy statement:

This document sets out the OSH requirements, general principles and procedures that Schrole ETAS will observe in relation to the management and commitment to providing a safe and healthy working and learning environment.

Scope:

This policy applies to all operations of Schrole ETAS including all employees, contractors, students, Schrole ETAS controlled premises and any other premises where an employee may work.

References and legislation

- National Vocational Education and Training Regulator Act 2011
 - Standards for Registered Training Organisations 2015
 - Standard Seven: The RTO has effective governance and administration arrangements in place
 - Clause 7.4 Hold Public Liability insurance
 - Standard Eight: Legal Compliance
 - Clause 8.5, 8.6
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Department of Mines, Industry Regulation and Safety:

<http://www.commerce.wa.gov.au/worksafe/approved-codes-practice>

Related documents

- Schrole ETAS Client Handbook
- Schrole ETAS Legislative Compliance Policy
- Schrole ETAS Staff Handbook
- Schrole Group Code of Conduct

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Definitions

- Employee: a person by whom work is done under a contract of employment
- Employer: Schrole ETAS; the entity that employs an employee
- Hazard: Anything that may result in injury or harm to a person or the health of a person
- Risk: the probability of injury or harm occurring.
- Student: a person attending a training course held by Schrole ETAS
- Workplace: means a place, where employees or self-employed persons work or are likely to be in the course of their work.

Policy information:

Key principles of the policy

- Schrole ETAS are committed to ensuring a safe and healthy working and learning environment for staff, contractors, students and visitors to the business, in accordance with its legislative obligations.
- Schrole ETAS are committed to injury management aimed at the early and safe return to work of injured staff, in accordance with its legislative obligations.
- Schrole ETAS are committed to regular OSH consultation with staff and where necessary with contractors and suppliers of equipment and services, to ensure that occupational health and safety management is of the highest standard.
- Schrole ETAS will provide strategies and programs to staff to support their health, safety and wellbeing and the return to work of ill or injured staff, including ensuring training and instruction is provided to staff commensurate with their roles and responsibilities to enable them to comply with this policy.
- Schrole ETAS has systems and procedures in place to ensure implementation of this policy

General duties of employer:

- Provide safe systems of work;
- Hazard identification and risk assessment
- Induction, information, instruction, training and supervision;
- Consultation and co-operation;
- Provision of personal protection;
- Safe plant and substances;
- Reporting of fatalities, injuries and disease:
- Ensure compliance with legislative requirements.

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General duties of employees:

- Follow the employer’s safety and health instructions
- Take care of and appropriately maintain equipment
- Report suspected or actual hazards to the employer
- Immediately report work-related injuries or near miss or concerning incidents to the Employer and complete requisite paperwork
- Cooperate with the employer
- Comply with their obligations under the OSH Act.
- Take reasonable care to ensure the health and safety of themselves, and others under their supervision at work, including students.
- Use all provided personal protective clothing and equipment (PPE) in accordance with directions, and report when any PPE requires repair, replacement or where risk assessment indicates the need for PPE to be provided by the employer.
- Assist with Schrole ETAS’s OSH obligations by reporting and recording all incidents (including incidents of violence or bullying) and hazards that may cause injury or illness (including damage to facilities or plant requiring maintenance).
- Participate in training arranged to support the implementation of this policy
- Engage with managers in consultation on any OSH issues or information.
- Cooperate in any return to work plan developed for injured staff.

General duties of students:

- Follow and comply with the trainer’s safety and health instructions
- Being familiar with emergency and evacuation procedures and locations
- Seek information and advice where necessary prior to commencing unfamiliar or new work
- Report incidents (including bullying) to the trainer, and hazards that may cause injury or illness
- Immediately report any unsafe situation or procedure to the trainer
- Take care of equipment
- Take reasonable care to ensure the health and safety of themselves, and others, including other students.
- Use all provided personal protective clothing and equipment (PPE) in accordance with directions, and report when any PPE requires repair, replacement or where risk assessment indicates the need for PPE to be provided by the employer.

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Additional sources of information

Schrole ETAS will regularly monitor www.eoc.wa.gov.au for updates and fact sheets pertaining to access and equity issues.

Complaints and appeals processes

Complaints and Appeals in relation to Schrole ETAS Occupational Health & Safety Policy will be handled in accordance with the Schrole ETAS [Complaints and Appeals Policy](#).

Breaches of policy

Any person who is found to have breached this policy or the legislation to which this policy applies may face disciplinary action.

Confirmed current as at:

Signed:



Name: Michael Kirkwood

Position: General Manager, Operations

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