

Workplace Health and Safety Policy

1. Purpose

This policy sets out broad aims and responsibilities in relation to workplace health and safety and provides a framework for the development of specific procedures

2. Scope

This policy and procedures applies to ATC premises, employees and group training activity.

3. Definitions

Key Term – Acronym	Definition
Health	The wellbeing of a person. Exposure to harm may change a person’s wellbeing and cause ill health.
Safety	A state in which the risk of harm to people or damage to property is eliminated or reduced to as low a level as possible.
Welfare	The maintenance of physical comfort and emotional wellbeing of people at work, through provision of conditions or support services.
Health and safety committee (HSC)	A group established under the WHS Act that facilitates cooperation between a PCBU and workers to provide a safe place of work. The committee must have at least 50 per cent of members who have not been nominated by the PCBU that is workers or HSRs.
Person conducting a business or undertaking (PCBU)	A person conducting a business or undertaking is a person or duty holder such as a company or partnership that operates the business.
Worker	A worker is a person who carries out work in any capacity for a PCBU. A trainee or apprentice is a worker.
HSR	Health and safety representatives

4. Workplace Health and Safety Policy

The Workplace Health and Safety Act (2012) aims to provide all workers in Australia with the same standard of health and safety protection regardless of the work they do or where they work.

The WHS Act provides a framework to protect the health, safety and welfare of all workers at work and of other people who might be affected by the work. The WHS Act aims to:

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- protect the health and safety of workers and other people by eliminating or minimizing risks arising from work or workplaces
- ensure fair and effective representation, consultation and cooperation to address and resolve health and safety issues in the workplace
- assisting businesses and workers to achieve a healthier and safer working environment
- promote information, education and training on work health and safety
- provide effective compliance and enforcement measures, and
- deliver continuous improvement and progressively higher standards of work health and safety.

ATC is committed to work with all stakeholders to ensure the health, safety and welfare of all employees and to provide a safe, acceptable, healthy environment for all employees protecting them from work-caused injury and ill health by complying with all relevant safety legislation.

To achieve the above statement and its workplace health and safety objectives ATC commit to the following:

- active involvement and commitment of staff to workplace health and safety at all levels in the workforce
- strive to prevent accident and disease through the identification, removal and control of hazards
- investigation and reporting of all accidents and dangerous incidents
- participation of, and consultation with, employees on safety matters of significance
- provision of first aid and emergency procedures
- appointment of a First Aid Officer
- provision of information, training and supervision as necessary for safety.

4.1 Responsibilities

Workplace Health and Safety at ATC is a shared responsibility and all employees need to cooperate to ensure its effectiveness. The following areas of responsibility are essential to the success of this policy.

The CEO and management will demonstrate commitment to Workplace Health and Safety by:

- facilitating the integration of workplace health and safety into the workplace
- implementing workplace health and safety procedures and programs
- allocating health and safety responsibilities and ensuring mechanisms for accountability are in place
- being responsible for the health and safety of all persons working in any operation under their control
- ensuring that supervisors who report to them are provided with necessary instruction, training and resources to implement the Policy and hold them accountable to do so.

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NB. Managers and supervisors may delegate safety duties or activities to appropriate others, but the responsibility remains with them as above.

Employees shall:

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of others
- Comply with any reasonable instruction by the PCBU
- Cooperate with any reasonable policies and procedures of the PCBU.
- Report accidents, incidents and mishaps, hazards and injuries or ill health caused by work to their supervisor or another management person if the supervisor is not present
- Not misuse safety equipment

4.2 Responsibilities in Regards to Visitors

Staff will ensure that:

- persons visiting work areas are supervised
- basic emergency procedures are clearly marked throughout the workplace
- any personal protective equipment is provided

5 Responsibility

The CEO and Operations Manager are responsible for ensuring this policy and associated procedures are adhered to and the ongoing guidance to staff.

6 Legislative Context

Occupational Health and Safety Act 2000

7 Associated Documents / AQTF Standards

ATC Accident/Incident Register

8 Implementation

Already implemented

9 Reporting

None required

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