

Workplace Health and Safety

1. Purpose

Envirotech Education undertakes and maintains compliance with the Standards for Registered Training Organisations 2015, The Workplace Health and Safety Act 2011 and the National Code 2018 in providing training facilities which are safe, and demonstrates our commitment to the safety of all stakeholders.

2. Scope

This policy covers all employees, students and contractors

3. Relevant Standards

- 3.1. Standards for Registered Training Organisation's 2015
- 3.2. Workplace Health and Safety Act 2011
- 3.3. The National Code 2018

4. Relevant links:

- 4.1. Workplace Health and Safety Act 2011 <https://www.legislation.gov.au/Details/C2017C00305>

5. Associated policies and procedures

- 5.1. Critical Incident Policy

6. Associated documents

- 6.1. Maintenance email request
- 6.2. Toolbox talks
- 6.3. First Aid List and kit

7. Work health and safety policy

Envirotech Education is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Work Health and Safety Act 2011*, the Work Health and Safety Regulation 2011, codes of practice and other safety guidance material.

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program
- Encourage feedback from all stakeholders on the safety and wellbeing of all stakeholders
- Provide support services for all stakeholders to minimize the likelihood of emotional, mental and other negative impacts which may be experienced in the workplace
- Ensure all business partners provide sufficient levels of safety and have processes in place which minimize the risk of harm or injury to any stakeholders it engages with on behalf of Envirotech
- Provide suitably trained staff who will respond appropriately in the event of an incident

Workers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Students will:

- Take reasonable care for their own health and safety
- Follow safe instructions and rules
- Report health and safety hazard
- Report all injuries and incidents
- Not intentionally misuse a piece of equipment in a manner which may cause harm or injury to another person

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

8. DUTY OF CARE

All employees and students are responsible for their own health and safety in the workplace and training environment.

Students are responsible for not only their own health and safety but also the health and safety of others within their working environment. Students should report unsafe working conditions, faulty equipment and accidents in the workplace/training environment immediately to their trainer, supervisor, manager or administration staff.

To meet this commitment, each person must take all reasonable care to prevent injury to others, damage to the school or plant and equipment, identifying risks and hazards in the workplace and reporting them. Students should abide by safe working practices and comply with all health and safety regulations.

9. FIRST AID KIT

The first aid kit is provided for use by all staff and students and is maintained by the Red Cross. The first aid kit is located in the staff room on level 2 at Burleigh Heads and in the commercial kitchen at the Byron Bay campus.

A list of qualified staff is located in the first aid kit with their phone numbers and expiry dates. This list is being updated annually to ensure currency. Envirotech ensures at all times at least one staff member who is qualified to provide first aid will be on site at each campus to be the first responder in the event of an accident or incident.

10. Raise a maintenance request

Following the duty of care, staff members or any other person available on site who identify a hazard must notify and request for maintenance follow up to ensure safety. Requests must be sent to the general manager via email and include:

1. Location of hazard
2. Specific description of hazard
3. Recommended solution
4. Date identified