

Health & Safety Policy

1. Objective

This policy sets out Smart Apprenticeship Solutions' commitment to an HS Policy. Smart Apprenticeship Solutions understands that; to be effective, the Health and safety Management System requires participation and support from all members of the organisation.

2. Scope

This policy applies to all Smart Apprenticeship Solutions staff and visitors.

3. Policy Statement

Smart Apprenticeship Solutions has a legal obligation to protect all employees, apprentices and trainees, who work under hosting arrangements, and bona fide visitors from risk of injury or illness, so far as is practicable, in the working environment and will therefore maintain an effective Workplace Health and Safety Program.

Smart Apprenticeship Solutions is committed to providing adequate resources in terms of personnel, time, technology and financial outlay to maintain a safe working environment for the health, safety and welfare of our staff, sub-contractors, visitors, clients and members of the public who may be affected by the manner in which Smart Apprenticeship Solutions undertakes its business. To this end, we have developed and implemented this HSMS to enable our organisation to:

- Address health and safety legislation in Queensland and other relevant jurisdictions, and any relevant industry and Australian Standards and Codes of Practice.
- Clearly define responsibilities, authorities and accountabilities at all levels.
- Identify hazards; assess risks and eliminate or control risks.
- Properly provide, store and maintain equipment, plant and substances.
- Consult with and foster co-operation between management, sub-contractors and employees.
- Provide any information, instruction, training and / or supervision as may be necessary for the safety of all persons, including visitors and sub-contractors.
- Provide and maintain safe work systems, procedures and processes aimed at hazard control / elimination and illness and injury prevention.
- Provide and maintain workplaces, including appropriate welfare requirements.
- Provide on-going monitoring and review of our measurable objectives and targets, to measure our HS performance.
- Conduct audits to monitor, review and continuously improve the HSMS.
- Plan and supervise the return to work of injured workers to pre-injury duties as an expectation.
- Promote policy by publicising our commitment to occupational health and safety and injury management.
- Review HSMS policies every two years. All HSMS policies will be signed and dated by the Operations Manager and CEO. Any organisational change (e.g. new Operations Manager) will generate an immediate review of the policy. Reviews will also be triggered by any relevant changes in legislation.

Smart Apprenticeship Solutions will comply with the spirit and intent of relevant legislation, statutory requirements, codes of practice, regulations and industry standards and will make adequate provision of resources to meet these requirements.

Management of workplace health and safety is an integral part of our overall management responsibilities. Managers at all levels have the authority and responsibility for the health and safety performance in their areas of control.

All employees have an obligation to be committed to the Health and Safety Program and the elimination or control of workplace hazards. Each individual is personally responsible for working in a healthy and safe manner, following safety instructions, regulations and participating in safety training.

Smart Apprenticeship Solutions will not knowingly demand or expect any person to participate in an activity, which is likely to be detrimental to their health.

Guidelines

1. Smart Apprenticeship Solutions has documented procedures for managing emergencies and the evacuation of any buildings we occupy.
2. All new employees will complete a Health and Safety Induction Training Program including assessment within their first week of employment.
3. All employees must report injuries, accidents, hazards and other health and safety issues within the workplace immediately to the Operations Manager.
4. All employees must comply with statutory requirements, standard work practices, codes of practice and Australian and Smart Apprenticeship Solutions standards.
5. If staff numbers require it, a Health and Safety committee consisting of at least 2 Fire Wardens, a qualified Health and Safety Officer and Rehabilitation Officer will meet every 4 months to ensure compliance and monitor, and remedy issues.
6. Minutes will be taken at each meeting and forwarded to management for review.
7. Team Members will be kept informed of Workplace Health and Safety issues at company meetings.
8. All employees and visitors are required to sign the Sign In / Out Register on arrival and departure, which is also used for security and fire safety purposes.
9. Employees are responsible for the safety of visitors, and contractors in their section, in the event of evacuation.

For further information specific to Work Health & Safety please refer to Smart Apprenticeship Solutions "Workplace Health & Safety Guide for GTO's", which can be found on the company's intranet in the Internal HR section.

4. Breach of Policy

A breach of this policy, either intended or unintended, will be considered serious and may lead to disciplinary action including termination of employment or cancellation of contract.

5. Associated Documents

19-01 First Aid Policy
20-01 Smoke-Free Policy

6. Appendices

Work Health & Safety Act 2011
Fair Work Act 2009
Workplace Health & Safety Guide for GTO's

	Title	Name	Date	Signature
Approved by	CEO	Steve Craven	09/23	