# POLICY

## Work, Health and Safety Policy

## Application & Coverage

This policy applies to all employees employed by Squad Employment & Training, Smart Apprenticeship Solutions and Skill360, including all employees leased to a host employer.

For the purposes of this policy, the terms 'the employer" and "employees" collectively refers to the three employing entities and their respective staff.

This policy replaces all previous policies, written or not.

## Definitions

The following table contains relevant definitions:

| Term | Definition |
| --- | --- |
| WHS Hazard | Anything which has the potential to cause injury or illness. |
| WHS Risk | A WHS Risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen. |
| WHS Risk Control | WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment. |
| PCBU | A person conducting a business or undertaking (PCBU) has a primary duty to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors. |

## Policy

We are committed to ensuring the health and safety of all our employees, contractors, labour hire workers, outworkers, apprentices, students or volunteers while they are at work, and that the health and safety of other persons (e.g., visitors) is not put at risk from our operations.

This will be achieved by:

- Ensuring our workplace is safe, without risk to health.

- Providing and maintaining a healthy and safe work environment through the implementation of safe work practices and the provision of safe work equipment.

- Routinely consulting in order to maintain effective and co-operative relationships between the employer and its workers, and with other duty holders, on health and safety matters in the workplace.

The employer's commitment to providing safe and healthy working environments for our workers includes:

- Providing relevant, up-to-date WHS information to all workers on matters such as workplace safety and their responsibilities.

- Providing expert assistance in WHS matters where necessary.

- Providing instruction and/or training in work processes where appropriate.

- Developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards.

- Implementing and maintaining appropriate information and reporting methods.

## Responsibilities

The employer will:

- Ensure the health and safety of its workers and others in our workplace.

- Provide and maintain a work environment that is without risks to health and safety.

- Provide and maintain safe systems of work.

- Provide information, training, instruction and supervision.

- Monitor the health of workers and the conditions of our workplaces.

- Record and notify the People & Safety team of any notifiable incidents arising out of the conduct of the business or undertaking.

- Consult so far as reasonably practicable with workers, their representatives and Health and Safety Representatives on work health and safety matters.

### Senior Management

Senior Managers are responsible for ensuring that the employer complies with duties and obligations under the WHS Act. This includes:

- Gain an understanding of our operations and the hazards and risks involved.

- Ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way.

- Ensure that the employer has, and implements, processes for complying with its WHS duties and obligations.

- Acquire and keep an up-to-date knowledge of work health and safety matters.

**Managers**

Managers are responsible for providing a workplace that is, as far as reasonably practicable, a safe and healthy workplace for workers and visitors, particularly in the areas of their control.

This includes:

- Fostering a strong work health and safety culture where worker input is valued.

- Talking about safety at regular meetings.

- Ensuring safe work procedures are followed.

- Encouraging workers to report all incidents, hazards and safety concerns promptly.

- Promoting and implementing the business WHS Policy and Procedure.

- Identification and management of hazards and risks.

**Employees**

All employees of the business must take reasonable care for their own health and safety, and that of others, while they are at work. They must co-operate with any reasonable policy or procedure which relates to workplace health and safety, this includes:

- Following safe working practices and rules.

- Making proper use of all appropriate personal protective equipment (PPE).

- Reporting hazards, accidents and incidents as soon as possible.

- Actively participating in safety training, inductions and toolbox talks relevant to their role.

**Personal Protective Equipment (PPE)**

PPE is provided to employees to protect against specific risks associated with their tasks or work environment. Employees must:

- Use all PPE provided, as directed, and in accordance with training or instructions.

- Inspect PPE before use and ensure it is in good condition.

- Report damaged or defective PPE immediately and cease using it until it is replaced.

- Wear PPE properly and consistently while undertaking duties that require it, including during site visits, high-risk tasks or hazardous work environments.

- Return or store PPE correctly when not in use.

Failure to wear required PPE may be considered a breach of safety policy and could result in disciplinary action.

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**Health Monitoring and Medical Testing**

In some industries and roles, medical testing is required to monitor the health of employees and ensure their fitness for specific tasks. Employees must comply with any reasonable requests to undertake role-specific testing, including but not limited to:

- **Audiometric testing** – for employees regularly exposed to high levels of occupational noise.

- **Respiratory fit testing** – for employees required to wear tight-fitting respirators as part of their role.

These assessments help identify early signs of work-related illness or injury and ensure employees are not placed at further risk. The employer will organise and fund any required testing and provide employees with notice and instructions.

Employees are expected to:

- Attend scheduled testing appointments.

- Follow any medical guidance or safety instructions arising from the results.

- Report any health concerns or symptoms that may be related to their work environment.

- Maintain the facial appearance (e.g., facial hair and face shape) that existed at the time of their passed respiratory fit test.

Facial hair, such as beards, stubble or moustaches, that sits along the respirator's sealing surface prevents a proper seal and will result in a failed fit test. To pass a fit test, employees must be clean-shaven where the respirator contacts the face.

It is the employee's responsibility to remain clean-shaven in accordance with these requirements whenever wearing a respirator. Any changes to facial hair that may affect respirator fit must be reported, and a new fit test may be required before continuing tasks involving respirator use.

Refusal to participate in required testing without valid reason may result in removal from high-risk duties or other disciplinary action.

Open communication is key in ensuring a safe workplace. Therefore, workers are encouraged to raise WHS concerns and questions to their managers, make recommendations and provide feedback on WHS matters.

## WHS Risk Assessment

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect employees, contractors and visitors from risks to their health, safety and welfare.

Outcomes of WHS risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or change of process.

Current WHS risk assessments will ensure that the employer achieves the goal of eliminating or minimising the risk workers may be exposed to.

## WHS Issue Resolution

Escalation procedure of WHS concerns and issues resolution:

1. Wherever possible, WHS concerns should be resolved through consultation between workers and their manager.
2. If the concern cannot be resolved in this manner, it may be referred to for resolution.
3. Ultimately, any WHS issue remaining unresolved may be referred to the People & Safety Manager.
4. Where issues are still unsolved, the default procedure set out in the WHS Act 2011 must be followed.

*Note: If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue may ask the People & Safety Manager to appoint an inspector to assist in resolving the matter.*

## Contact Information

For further information on this policy, please contact,

CEO – 0478 477 128 or ceo@squad.org.au

HR – 1300 784 787 or hrhs@squad.org.au