

## Advance OHS

### Work Health and Safety Policy

Under the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011* and associated legislation there is a responsibility for Advance OHS to ensure the health & safety of staff, students & visitors by:

- eliminating risks to health and safety, so far as is reasonably practicable, and
- if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

The purpose of this policy is to outline the guidelines to ensure Advance OHS compliance with the Work Health and Safety (WHS) legislation.

This policy applies to all Advance OHS staff members, students and visitors.

Advance OHS is committed to ensuring the health, safety and welfare of its workers, students, visitors and any others who may be affected by our operations. Recognising the potential hazards occurring in the Advance OHS environment, we will take every practicable step to ensure the health, safety and welfare of all staff, students & visitors.

### WHS Risk Management

Advance OHS's management of WHS involves identifying and assessing hazards and effectively controlling the associated risks.

- Workers are required to ensure that WHS guidelines are effectively implemented in their designated areas of responsibility.
- OHS/WHS must be a standing agenda item on all meetings.
- Workers are expected to report all WHS concerns to [ohs@advanceohs.com.au](mailto:ohs@advanceohs.com.au) or to their supervisor for follow up and appropriate (reasonably practicable) action to be taken.

### WHS Consultation

- With workers: The purpose of consultation is to share relevant information about WHS with workers and to give them opportunity to express their views and to contribute to the resolution of work health and safety issues in the workplace. OHS/WHS is a standing agenda item on all staff meetings.
- With students: Consultation with students takes place through direct feedback to staff, feedback forms and via teaching staff. Students are also inducted about WHS before each course.

### CEO and Directors responsibilities

must ensure, so far as is reasonably practicable, that while at our facilities the health and safety of:

- workers engaged, or caused to be engaged by the them, and
- workers whose activities in carrying out work are influenced or directed by them,

- ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out by Advance OHS

Must ensure, so far as is reasonably practicable,:

- the provision and maintenance of a work environment without risks to health and safety, and
- the provision and maintenance of safe plant and structures, and
- the provision and maintenance of safe systems of work, and
- the safe use, handling, and storage of plant, structures and substances, and
- the provision of adequate facilities for the welfare at work of workers in carrying out work for Advance OHS, including ensuring access to those facilities, and
- provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of Advance OHS
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct Advance OHS

### **Managers Responsibilities**

- monitor and review the WHS risk management system to take account of changing conditions and circumstances in the workplace;
- must observe, implement and fulfill responsibilities under the Acts & Regulations which apply to WHS within the Advance OHS environment, and will endeavour to comply with Australian Standards and approved NSW Codes of Practice;
- must be available to take reports from staff on unsafe work situations;
- take action to rectify problems identified in accordance with established hazard identification and risk assessment procedures;
- must ensure that the agreed procedures for regular consultation between management and those with designated WHS responsibilities are followed; (for example include WHS on meeting agendas)
- ensuring all employees observe safe working practices, policies and procedures;

### **Workers (Staff and contractors)**

- take reasonable care for his or her own health and safety, and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- comply (as far as reasonably able), with any reasonable instruction that is given by the Supervisors
- co-operate with any reasonable policy or procedure of Advance OHS relating to health or safety at the workplace

### **Students Responsibilities**

- take reasonable care for his or her own health and safety at our facilities and hired ones.
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- co-operate with any reasonable policy or procedure of Advance OHS relating to health or safety.