

## **WORK HEALTH & SAFETY POLICY AND PROCEDURES**

The Work Health and Safety Act 2011 and Regulations 2012 prescribes the employers duty of care is to provide a safe and healthy working environment for all employees, and the employee's duty of care to take reasonable care for the health and safety of others within the work place. AIE is committed to ensure the health & safety of its employees, students, contractors and visitors by removing, reducing or minimising the risks to health and safety, so far as is reasonably practicable as per the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2012.

AIE is also committed to injury management aimed at the early, safe and sustained return to work of injured employees.

This includes the provision of:

- workplace that is safe to work in, with working procedures that are safe to use;
- adequate staff training including topics such as safe work procedures, infection control procedures and appropriate hygiene;
- properly maintained facilities and equipment, including the provision of personal protective equipment such as gloves, eye protection and sharps containers; and
- a clean and suitably designed work place with the safe storage of goods such as chemicals.

### **WH&S PROCEDURES**

The following procedures and standards must be observed to achieve a safe working and learning environment:

- maintain a safe, clean and efficient, working environment;
- implement procedures and practices, in a variety of situation, in accordance with state and local government health regulations;
- store and dispose of waste according to health regulations;
- store, clean and disinfect linen in line with local health regulations;
- clean walls, floor and working surfaces to meet health and safety standards without causing damage;
- check all equipment for maintenance requirements;
- refer equipment for repair as required;
- store equipment safely;
- identify fire hazards and take precautions to prevent fire;
- safe lifting and carrying techniques maintained;
- ensure student safety at all times;
- ensure procedures for operator safety are followed at all times;
- all unsafe situations recognised and reported;
- implement regular fire drills and provide first aid to all staff and students if needed;
- display first aid and safety procedures for all staff and students to see; and
- report any identified occupational health and safety hazard to the appropriate staff member as required.

- 
- All workers, contractors, students & visitors must comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment

### **RISK ASSESSMENT AND HAZARD IDENTIFICATION**

AIE will ensure that it will undertake ongoing comprehensive hazard identification and risk assessments of all its operations including its premises. Hazard identification, risk assessment and elimination and control implementation will be undertaken at the beginning of each term by RTO Manager to ensure that:

- Any foreseeable hazards that may arise in the workplace can be identified;
- The risk of harm arising from identified hazards can be assessed;
- Hazards can be eliminated where possible, or if this is not reasonably practicable, safety controls can be implemented to reduce the risk to as low as reasonably practicable;
- AIE will conduct workplace health and safety inspections on a quarterly basis.

### **RESPONSIBILITY**

- CEO
- RTO Manager
- All staff
- All students
- All Contractors
- All Visitors

### **RELATED STANDARDS AND ASSOCIATED DOCUMENTS**

- ESOS act 2000
- National Code 2018
- WHS Act 2011
- WHS Regulations 2017
- AIE Student Hand Book