

Work Health and Safety
Policy, Procedures, Forms and Registers

POLICY

Purpose	<p>ATAR Design is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (2015). As such, ATAR Design is required to comply with relevant Federal, State and Territory laws, including that relating to Workplace Health and Safety.</p> <p>The purpose of this policy is to ensure ATAR Design complies with Relevant Commonwealth Work Health and Safety (WHS) Act (Work Health and Safety Act 2011.) and regulatory requirements that are relevant to its operation and Scope of Registration.</p>
Standard reference	<p>8.5</p>
Who is responsible	<p>Primary Duty of Care ATAR Design will:</p> <ul style="list-style-type: none"> • Provide and maintain: safe work areas and systems of work; adequate facilities and amenities • Monitor the work environment to maintain safe working conditions • Provide adequate information and training to workers regarding workplace health and safety (including ways of reporting health and safety issues) • Keep information and records relating to the health and safety of their employees • Nominate a person at the appropriate level to be the employer's representative when health and safety issues arise. • Ensure that an appropriate person is nominated by the workers to be the employee representative when health and safety issues arise. <p>Primary Duty of Care – Employees and Clients All employees and clients have a primary duty of care to:</p> <ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace; and • Co-operate with your employer or trainer with respect to any action taken by the employer or trainer to comply with any requirements imposed by or under this act; • Not willfully or recklessly interfere with or misuse safety equipment that is provided; and • Not willfully put at risk the health and safety of others.

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Legislation

ATAR Design must abide by the Work Health and Safety Act 2011.

The legislation provides a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by:

- Protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work; and
- Providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety; and
- Encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment; and
- Promoting the provision of advice, information, education and training in relation to work health and safety; and
- Securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
- Ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this Act; and
- Providing a framework for continuous improvement and progressively higher standards of work health and safety; and
- Maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in this jurisdiction.

Review date

Every 12 months

Definitions

NA

POLICY

Policy

ATAR Design is committed to providing a learning environment which is free from safety and health hazards and that all staff, clients and visitors are fully informed of these safety and health requirements including Emergency Procedures that affect their duties or participation in vocational education and training.

ATAR Design will:

- Provide staff, clients and contractors a safe and healthy learning environment;
- Provide a safe and healthy workplace to allow all our employees to perform their tasks to their maximum potential, safely and efficiently; and
- Comply with relevant laws, regulations and standards.

Policy principles

- ATAR Design uses a consultative and participative approach with employees regarding Workplace Health and Safety.
- ATAR Design considers Risk Management a top priority in all activities on and off site and WHS is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.
- The CEO of ATAR Design conducts bi-annual Safety Risk Audits and enter any identified Actions into the Continuous Improvements Register. This includes an Action Date and a Date Closed so that the Administrative Officer can follow up any issues with CEO.
- ATAR Design at all times plans for and monitors its employees and clients wherever they are working.
- Evaluation of WHS matters are discussed in the regular meetings.
- ATAR Design provides ergonomic equipment at all times.
- Safe use of equipment is discussed at regular staff meetings.
- Safe plant and equipment are provided and maintained by ATAR Design.
- Environmental protection is a concern including disposal of various types of materials from the administrative areas to industrial waste where relevant

First Aid

- ATAR Design has qualified at least one First Aid competent employee at all times.
- ATAR Design ensures first aid is only administered by qualified First Aid competent employees.

Management of Workplace Hazards / Risks

- ATAR Design conducts regular safety inspections in the workplace.
- Trainers/Assessors must undertake a safety inspection of training and assessment environment prior to commencement each day.
- Hazard may be identified at any time and are to be reported to the CEO immediately.

Hazard Management will include:

- Hazard identification;
- Risk Assessment;
- Risk Control; and
- Monitor and Evaluation.

POLICY

Reporting Accidents and Incidents

All accidents and incidents must be reported immediately to the CEO.

Emergency Management Plan

In the event of an accident or incident, emergency management plans must be followed. These may include:

- Administration of First Aid;
- Organising Medical assistance (Paramedics, Doctors, Transport to Hospital/Medical facility);
- Bomb Threats protocols;
- Evacuation protocols;
- Hazard Corrective actions

Records management

Records Management

All documentation from Workplace Health and Safety processes are maintained in accordance with the Records Management Policy. (See Records Management Policy)

Monitoring and Improvement

All practices for Workplace Health and Safety are monitored by the CEO and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

INCIDENT REPORT FORM

SECTION 1 – DETAILS OF INJURED PERSON

Full Name:			
Contact Tel:		Mobile:	
Address:			
Email:			

SECTION 2 – DETAILS OF INCIDENT

Date of Incident:	/ /	Time:	__ __ : __ __ am/pm
Location of Incident:			
Reported to:		Position Title:	
Description of incident: (What and how the incident occurred)			

SECTION 3 – DETAILS OF INJURY AND TREATMENT

Description of injury:	
Treatment Provided:	
<input type="checkbox"/> None Required <input type="checkbox"/> First Aid (please describe)	<input type="checkbox"/> Taken to Doctors Surgery (provide detail) <input type="checkbox"/> Taken to Hospital (provide detail) <input type="checkbox"/> Ambulance called and attended
Treated by:	

INCIDENT REPORT FORM

Further Treatment Recommended:

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None

☐

other (please describe)

SECTION 4 – WITNESSES TO INCIDENT

The following persons witnessed the incident:

Name 1:

Contact:

Address:

Signature 1:

Date:

/ /

Name 2:

Contact:

Address:

Signature 2:

Date:

/ /

SECTION 5 – SIGNATURES

Supervisor:

Signed:

Position:

Print Name:

Date:

/ /

First Aider:

Signed:

Position:

Print Name:

Date:

/ /

CEO:

Signed:

Position:

Print Name:

Date:

/ /

ADMIN USE ONLY

Reported to Insurer:

☐

Yes

☐

No

Date:

/ /

Reported By:

Signature:

Reported to WorkSafe:

☐

Yes

☐

No

Date:

/ /

Reported By:

Signature:

NEAR MISS REPORT FORM

SECTION 1 – DETAILS OF PERSON CONCERNED

Full Name:			
Contact Tel:		Mobile	
Email:			
Signature:		Date:	/ /

SECTION 2 – DETAILS OF NEAR MISS

Date of Near Miss:	/ /	Time:	__ __ :__ __ am/pm
Location of Incident:			
Reported to:		Position Title:	
Description of Near Miss: (What and how the incident occurred)			
Potential risk:			
Recommended actions:			

SECTION 3 – SIGNATURES

Supervisor:			
Signed:		Position:	
Print Name:		Date:	/ /
CEO:			
Signed:		Position:	
Print Name:		Date:	/ /

ADMIN USE ONLY

Actions Implemented:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	/ /
By:		Signature:	
Continuous Improvement:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	/ /
Reported By:		Signature:	