



**Apprenticeships
R US**



Work Health and Safety Policy



Purpose:

To document the WHS policy of Apprenticeships Are Us Limited and to set out arrangements for communication and review of this policy.

Policy:

At Apprenticeships Are Us Limited, we are committed to the health and safety of all employees, including but not limited to Apprentices, Trainees and Internal Staff, ensuring that there is not treat of injury or risk to the individual's health whilst at work.

We recognise that a safe and healthy workplace environment is part of the foundation of good business management and employee relations. Workplace Health and Safety is regarded equally with all other operational functions.

We regard any and all workplace injuries and illnesses as being preventable and we are committed to achieving high standards and results in the management of our health and safety responsibilities. We are committed to;

- Compliance with all relevant WHS legislation, standard, codes of practice and operating procedures
- Establishing all hazards/risks to the health, safety and wellbeing of all employees are identified, assessed and controlled according to work activities and risk level identified
- Monitoring and reviewing effectiveness of measures to control hazards/risks to safety
- Consulting with employees in the decision making process on safety matters
- Providing all employees and visitors with information, instruction, training and supervision to ensure that everyone can safely carry out their roles and responsibilities
- Ensuring that all workplaces incidents and injuries are accurately and timely reported and recorded
- Ensuring that all managers are aware and responsible for the safety of all apprentices, trainees and internal staff and ensuring that they are not placed at risk to the health, safety and wellbeing at all workplaces
- Supporting the safe and early return to work of any injured worker.

As a group training organisation, we at Apprenticeships Are Us Limited will consult with our clients to ensure, so far as reasonably practicable, that the following is provided for all employees

- A safe and healthy workplace
- Safe systems, processes and supervision of work
- Plant, equipment and substances that are within the workplace are safe and operational condition

Apprenticeships Are Us Limited reserves the right to not carry out business where these conditions are not assured.

Management Responsibilities:

Each management representative is accountable for implementing this policy in their area or responsibility. Management is responsible for;

- Ensuring that the clients workplaces are a safe condition for workers
- Involvement in the development, promotion and implementation of health and safety policies and procedures.
- Ensure that all workers have received sufficient training in the safe performance of their assigned tasks.
- The provision of resources to meet the health and safety commitment

Employee Responsibilities:

It is the responsibility of all employees/workers to ensure that they are;

- Follow all health and safety policies and procedures
- Follow all instructions given regarding their assigned tasks and if not sure to ask questions to confirm the task/s.
- Report any hazards or risks that have been identified (previously or new) to their immediate workplace supervisor or manager
- Report any near misses, incidents or injuries to the immediate work place supervisor, and are to inform Apprenticeships Are Us Limited as well.

Application of the Policy:

This policy has been created for and is applicable for Apprenticeships Are Us Limited.

Consultation:

Apprenticeships are us is committed to consultation and cooperation between all management and all employees, and we will endeavour to involve all employees in any workplace change that will affect the health and safety of any or all employees.

Communication of this policy:

A signed copy of this policy will be displayed within the Reception/waiting area of the Apprenticeships Are Us Limited office as well as on the Apprenticeships Are Us Limited website for all employees to access.

Policy Review:

This policy will be reviewed by Apprenticeships Are Us Limited management and board every 2 years.

References:

Work Health Safety Act 2011 No 10, reference to sections

- 19 – Primary Duty Of Care
- 27 – Duties of Officers
- 28 – Duties of Workers
- 29 – Duties of other persons at the workplace

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Michael Wentworth
Chief Executive Officer (CEO)
Apprenticeships Are Us Limited



Eva Firminger
HR- WHS Officer
Apprenticeships Are Us Limited

DOCUMENT CONTROL

Version	Authorized by	Authorization Date	Sections	Amendment
1			All	N/A
2	M Wentworth	01.02.2018		Change of CEO
3	M Wentworth	20.02.2018		Change of HR-WHS Officer

