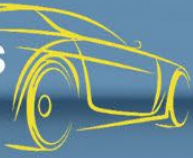


Apprenticeships  
Are Us



# WORK, HEALTH AND SAFETY POLICY



## PURPOSE

This policy outlines the Workplace Health and Safety (WHS) principles and responsibilities that Apprenticeships Are Us Limited upholds to ensure the safety, health, and well-being of all staff, apprentices, trainees, and visitors. It also details the framework for communication, consultation, and continuous improvement of WHS practices.

## 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 no threat 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 incidents 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:

- Ensure full compliance with the Work Health and Safety Act 2011 (Cth) and any applicable state or territory regulations, including relevant codes of practice and Australian standards for safety management.
- Continuously identify, assess, and control workplace hazards and risks using a risk management framework. Ensure ongoing monitoring and adjustment of control measures to maintain a safe working environment.
- 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.
- All workplace incidents and injuries must be reported immediately to both the direct supervisor and Apprenticeships Are Us Limited's WHS team. Incidents will be investigated promptly, and findings will be used to implement corrective actions to prevent future occurrences.
- 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 of responsibility. Management is responsible for:

- Ensuring that the client's workplaces are in 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.
- Ensure regular audits and inspections are conducted to maintain safe working conditions, and corrective actions are taken promptly in case of safety breaches.
- Actively participate in WHS training and contribute to a culture of safety by reporting hazards, near-misses, or unsafe conditions immediately.
- Ensure all employees and managers undergo regular WHS training and competency assessments, including refresher courses as required by law or changes in workplace conditions.

## **EMPLOYEE RESPONSIBILITIES**

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

- Following all health and safety policies and procedures.
- Following all instructions given regarding their assigned tasks and if not sure to ask questions to confirm the task/s.
- Reporting any hazards or risks that have been identified (previously or new) to their immediate workplace supervisor or manager.
- Reporting any near misses, incidents or injuries to the immediate workplace 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 Limited is committed to consultation and cooperation between all management and all employees, and we will endeavor to involve all employees in any workplace change that will affect the health and safety of any or all employees.

Consultation will occur through regular WHS committee meetings, employee safety surveys, and toolbox talks. Employees will have the opportunity to raise concerns or suggest improvements in safety protocols.

## COMMUNICATION OF THIS POLICY

A signed copy of this policy will be on the Apprenticeships Are Us Limited website for all employees to access.

## POLICY REVIEW

This policy will be reviewed biennially, or as required by legislative changes, incident trends, or significant workplace changes. The review will focus on ensuring continuous improvement and alignment with the latest WHS best practices and standards.

## 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
- Safe Work Australia Codes of Practice for specific industries or risks.
- ISO 45001 Occupational Health and Safety Management Systems for best practices in managing WHS.

Please take the time to watch the below video to better understand everyone’s responsibility for safe work practices in the workplace:

- [SafetyFirst - Induction Video](#)

## AUTHORISATION

Michael Wentworth



**Managing Director**  
Apprenticeships Are Us Limited

## DOCUMENT CONTROL

Version	Authorised by	Authorisation Date	Sections	Amendment
1.1			All	N/A
1.2	M. Wentworth	01/02/2018	All	Change of CEO
1.3	M. Wentworth	15/03/2023	All	Cover page, active links
1.4	M. Wentworth	04/10/2024	All	Minor information update