

Workplace Health and Safety Policy



PURPOSE

This policy outlines:

- ✓ Blue Dog Training's commitment to providing a safe and healthy work environment for all individuals and
- ✓ How Blue Dog Training makes every reasonable effort to prevent accidents, protect individuals from injury and promote the health, safety and welfare of all individuals.

PRINCIPLES

Blue Dog Training places a high priority on the health and safety of its personnel and clients. Blue Dog Training recognises the well-being of individuals can directly affect their job satisfaction, motivation and overall morale in the work environment.

All personnel of Blue Dog Training have specific responsibilities for ensuring the health and safety of personnel and students within the workplace at all times. These responsibilities are based on relevant state jurisdiction legislation and reinforced in this document.

The specific implementation of health and safety responsibilities of personnel is dependent on their role within Blue Dog Training and is included in their position descriptions.

Current work health and safety legislation that effects Blue Dog Training operations as a registered training organisation (RTO) includes the *Queensland Work Health and Safety Act 2011*.

RESPONSIBILITIES

Personnel

All individuals:

- ✓ Have a responsibility to comply with all occupational health and safety procedures;
- ✓ Must take reasonable care of themselves and others on the premises;
- ✓ Must not interfere with or misuse items or facilities provided in the interest of health and safety; and
- ✓ Must report any incidents, actual or potential hazards and "near misses" to their relevant Blue Dog Training contact.

All personnel have the responsibility to:

- ✓ Adhere to safe work practices, instructions and rules;
- ✓ Immediately report any unsafe work condition or equipment to management;
- ✓ Not misuse, damage, refuse to use, or interfere with anything provided in the interest of health and safety;
- ✓ Perform all work duties in a manner which ensures individual health and safety and that of all other personnel;
- ✓ Encourage fellow personnel to create and maintain a safe and healthy work environment;
- ✓ Co-operate with all other personnel to enable the health and safety responsibilities of all individuals be achieved.

All personnel employed by [Blue Dog Training](#) have a primary responsibility to ensure that the work they undertake or supervise is carried out in a safe manner. [Blue Dog Training](#) personnel are required to:

- ✓ Take reasonable care of themselves and others that may be affected by their acts or omissions;
- ✓ Contribute to and be involved in [Blue Dog Training](#) 's ongoing management of health and safety;
- ✓ Comply with all workplace policies and procedures implemented in relation to health and safety; and
- ✓ Report all situations that may adversely impact on health and safety.

Premises

All permanent delivery sites used by [Blue Dog Training](#) comply with the *Building Code of Australia (BCA)* and local legislative requirements related to health and safety.

A health and safety assessment will be made of each external and/or temporary training rooms and environment to enable risk management strategies to be implemented if required. Any identified risks will be raised with the relevant Training Manager for immediate attention and actions taken as required.

General Health & Safety Matters

[Blue Dog Training](#) operates and provides a workplace that is compliant with health and safety laws, codes of practice, and standards which impact upon its operations.

[Blue Dog Training](#) makes every effort to identify, assess, and control hazards within all areas that are accessed by personnel or students. These objectives are achieved through the:

- ✓ Provision of a safe and healthy work environment and systems of work;
- ✓ Maintenance of equipment, facilities and equipment under the control of [Blue Dog Training](#). All equipment must be checked prior to usage to ensure safe usage;
- ✓ Provision of training for personnel to enable them to perform their tasks safely;
- ✓ Ongoing inspection and review of the work place, work practices, and procedures; and
- ✓ Appropriate response in the event of an incident to ensure an investigation is conducted to prevent a recurrence.

All [Blue Dog Training](#) students are made aware of health and safety responsibilities prior to enrolment, through the Student Handbook and on an ongoing basis through relevant communication methods.

All [Blue Dog Training](#) personnel of health and safety responsibilities at induction, through the policy and on an ongoing basis through relevant communication methods.

Consultation

[Blue Dog Training](#) consults regularly with personnel regarding the development, implementation and review of health and safety issues.

Incident Reporting

If an incident, accident or near miss occurs it is documented by [Blue Dog Training](#) as soon as practical after the event, reported to management and preventative actions implemented as required.

RELATED PROCEDURES

Emergency Procedures – outlines what workers and others at the workplace should do in an emergency

Induction – information, instruction and training to prepare employees (including contractors and volunteers) as well as students, clients, visitors and members of the public with knowledge and skills to meet their WHS responsibilities.

Risk and Hazard identification and management – Risks and hazards will be mitigated and where possible eliminated.

Continuous improvement – on-going review and evaluation of processes and systems, to ensure compliance and fit for purpose.