

## Workplace Health and Safety Policy and Procedure

The Work Health and Safety Act and Work Health and Safety Regulations 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.

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 all supplies.

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;
- 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 courses to all staff and students;
- display first aid and safety procedures for all staff and students to see; and
- report any identified work health and safety hazard to the appropriate staff member as required.

### Key roles

- All students and staff of VSA are required to participate in compulsory orientation including VSA work health and safety policy and procedures including critical incidents.
- All Trainers and staff are responsible for safety and well-being of themselves and others.
- Students are responsible for following safe work instructions and reporting hazards to their trainer, Admin Officer or any VSA staff.
- Admin Officer – responsible for overall monitoring and compliance of WHS.
- Fire Warden – leads VSA in the event of an emergency.
- Leader, team Critical Incidents – refer to Critical Incident Policy and Procedure.

- Managing Director – the Managing Director is classified as a PCBU and is ultimately responsible for the safety and wellbeing of all students and staff.

### Related documents

- Critical Incident Policy and Procedure
- First Aid Policy and Procedure
- Harassment and Discrimination Policy
- Accident Report Form
- Hazard Incident Report Form

### Responsible Officer

The responsible officer for the implementation and training for this policy is the Managing Director of VSA.