

# Work health and safety policy



Shared Hope Training Pty Ltd is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as students, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011*, codes of practice and other safety guidance material.

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers and students to work/ learn safely
- Supervise workers and students to ensure work/ learning activities are performed safely
- Consult with and involve workers/ students on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment where necessary
- Provide a suitable injury management and return to work program (workers only).

Workers / Students will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace or training room/s.

We believe that the well-being of people employed at work, or people affected by our work, or even students involved in our training courses is a priority and must be considered during all work/ learning tasks performed on our behalf.

People are our most important asset and work health and safety is everyone's responsibility. The safety of the public is given equal priority to that of our workers.

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace / training room/s
- consider WHS in project planning and work / learning activities
- involve employees and subcontractors in the decision-making process through regular communication and consultation



- ensure employees and subcontractors identify and control risks in the workplace
- monitor and review the elimination or control of potential risks
- enhance employees' WHS knowledge through a program of education and training

The success of our WHS management depends on:

- the commitment of all persons to achieving the policy objectives
- planning work activities, with due consideration given to WHS
- undertaking the risk management process in an effective manner
- communication and consultation between our workers and subcontractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and subcontractors working on our behalf.

Name: Kevin Hasemann

Position: Director / Lead Trainer and  
Assessor

Signature:

Date: 01/01/2020

Review date: 01/01/2022