

Work Health & Safety Policy

Purpose:

The work health and safety of all persons employed within the workplace and those visiting the organisation are considered to be of the utmost important. Resources in line with the importance attached to work health and safety will be made available to comply with relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health, so far as reasonably practical.

Health and safety is intrinsic to the way we do business at Skillset. Our overall aim is to have workers return “**Home Safe**” after the working day, with the expectation that all persons will come to no harm while in the workplace.

In order to achieve this aim, the Skillset will:

- a) Have a systematic approach to Workplace Health & Safety (WHS) management, designed to ensure compliance with the law and to achieve continuous performance improvement;
- b) Set targets for WHS performance improvement and have measures in place to track performance periodically;
- c) Educate, train and motivate workers to conduct their activities with proper concern for themselves and others;
- d) Identify WHS hazards, assess the associated risk and then eliminate or control the risk in the workplace as part of a total risk management process, so that incidents do not eventuate;
- e) Ensure that there is effective and meaningful involvement and open communication on all WHS matters, at all levels in the organisation;
- f) Require that all workers (employees, labour hire employees, contractors and visitors), abide by all policies and rules that have been formulated in the interest of WHS;
- g) Hold all workers accountable for WHS performance in their area, so that they carry out their duties in accordance with the law, accepted guidelines and company requirements;
- h) Respond effectively to emergencies and thoroughly investigate any incident to prevent recurrence;
- i) Where required, provide effective injury management and return to work for all workers;

No job is so important that we cannot take time to perform our work safely and with proper regard for our health and those of others

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Authorised by: Craig Randazzo	Position: Chief Executive Officer – Skillset	



The Success of the Objectives are Measured by:

- All work activities are analysed, planned and risk assessed with considerations given to implementing proactive control measures.
- Continued consultation between workers and management resulting in positive WHS initiatives.
- Conduct regular safety meetings, regular induction programs and training courses for workers and management.
- By incorporating WHS duties in all workers' and management job descriptions and KPIs.
- Workers to report all incidents and hazards in the workplace and assist with investigations, while management signs off on implemented actions.
- Cost effective claims and management in the reduction of lost time due to injury periods.

Specific Duties

1. Officers (Senior Management)

An officer must exercise due diligence to ensure a person conducting a business or undertaking complies with their duties. They must take reasonable steps to acquire and keep up to date knowledge of the Work Health and Safety matters including gaining new understanding of the operations, hazards and risks of the business or undertaking with appropriate resources.

2. Managers and Supervisors (Workers)

Are responsible for implementing work activities to ensure "Due Diligence" as follows:

- That the workplace under their control is safe and without risk to health, and
- That the behaviour of all persons in the workplace is safe and without risk to health, themselves or other workers.
- All policy and procedures are followed.

3. Workers

As a worker, you must:

- Care for your own and other's health and safety
- Comply with any reasonable instruction from the person conducting a business or undertaking, so far as you are reasonably able.
- Cooperate with all reasonable policies and procedures of the person conducting a business or undertaking.

A worker shall remove any safety hazard if able to do so safely, otherwise, all workers are to report to their immediate Supervisor any hazardous or unsafe condition that they may be aware of.

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