

Workplace Health and Safety Policy

First Aid Australia is committed to ensuring the health, safety and welfare of staff and learners at all worksites and training venues and is bound by the requirements of the Work Health and Safety Act 2011.

Requirements of the ACT

The Act provides a framework to protect the physical and mental health and safety of workers, learners and other people who might be affected by the work.

A guiding principle of the WHS Act is that all people are given the highest level of health and safety protection from hazards arising from work, so far as is reasonably practicable. The term 'reasonably practicable' means what could reasonably be done at a particular time to ensure the health and safety measures are in place.

The WHS Act identifies the Persons Conducting a Business (PCBU'S) are required to ensure, as far as reasonably practicable, the health and safety of:

- People who carry out work in any capacity for a person conducting a business or undertaking, including employees, contractors, subcontractors, self-employed persons, outworkers, apprentices and trainees, work experience learners and volunteers who carry out work.
- Other people at a workplace like visitors, volunteers and customers at a workplace.

This primary duty of care requires duty holders to ensure health and safety, so far as is reasonably practicable, by eliminating risks to health and safety. If this is not reasonably practicable, risks must be minimised so far as is reasonably practicable.

We will implement this duty of care as far as reasonably practicable by ensuring the following provisions are in place:

- Implementing Risk Management processes to ensure hazards are identified, assessed, controlled, where possible, removed.
- Implementing systematic processes to review WHS risk in the workplace.
- Maintaining a working and training environment that is safe and without risks to health, including safe access to and exit from the workplace.

- Maintaining plant, structure and systems of work that are safe and do not pose health risks.
- Providing adequate facilities for the welfare of workers and learners.
- Providing sufficient information, instruction, training or supervision to workers and learners for them to work without risks to their health and safety and that of others around them.
- Monitoring of the health of workers and the conditions of the workplace to prevent injury or illness arising out of the conduct of the business or undertaking.
- Implementing Systems to enable consultation regarding WHS matters with all stakeholders.

Procedure

- WHS legislative requirements, including Hazard Identification and Reporting, are included in all staff inductions and course orientations and documented in Learner and Staff Handbooks.
- WHS is a Standing Agenda item at all staff and management meetings.
- Safety Checks of training facilities and offices are conducted every 6 months by Operations Manager using the Workplace Safety Report and Checklist.
- Any new training facility will be checked prior to rental or lease using the Venue Checklist.
- Prior to the commencement of a training program the training venue will be checked by their staff using the Venue Checklist this is then return to Fluid First Aid prior to training for approval.
- Trainers and assessors are responsible for checking training facilities prior to each training session and reporting any hazards immediately.
- First Aid equipment is supplied by Fluid First Aid or approved contractors at all worksites and training venues and is regularly inspected, cleaned, repaired and the process documented.
- Firefighting equipment will be checked every 6 months and a fire drill will be held annually.
- An incident book is to be kept at the administration office and all incidents and accidents must be recorded as soon as practicable with time, date, location, and description of the incident/accident.
- All trainers and assessors can access the Incident/Hazard Report in the google drive "Shared folder." This form is to be completed in the event of an injury, or when a hazard is identified or when damage to property is incurred.
- All reports and follow up actions are discussed and minuted at staff meetings in lieu of a separate WHS committee.

- Worker's Compensation is always maintained.
- There is a strict no smoking policy and the consumption of alcohol or other drugs is not allowed on any of the premises or during training.
- Details of Evacuation procedures are shown and explained to staff at induction.
- Evacuation Procedures are explained to learners in the first session of the course (refer to Workplace Health and Safety Checklist for trainers).
- Emergency exits are kept clear and are clearly marked and evacuation procedure is displayed in all classrooms and the administration area.
- Measures to control hazards and risks to health and safety are monitored and evaluated regularly using a risk management approach (Refer to Risk Management Policy).

Notifiable Incidents

A notifiable incident is an incident arising out of the conduct of a business or undertaking at a workplace. They may relate to any person—whether an employee, contractor or member of the public. Only the most serious safety incidents are intended to be notifiable, and they trigger requirements to preserve the incident site pending further direction from the regulator

Notifiable Incidents Procedure

- Staff and trainers are made aware of their responsibilities under the WHS Act which requires Notifiable Incidents to be reported to the State regulator. Notifiable incidents as outlined in the WHS Act are:
 - the death of a person
 - a 'serious injury or illness', or
 - a 'dangerous incident'

Action required:

- immediate notification of a 'notifiable incident' to the regulator after becoming aware of it
- if the regulator asks—written notification within 48 hours of the request, and
- preservation of the incident site until an inspector arrives or directs otherwise (subject to some exceptions).

Fluid First Aid understands that failing to notify is a criminal offence and penalties apply.

Guidance for Trainers and Assessors

Fluid First Aid is committed to ensuring the health, safety and welfare of staff, trainers and assessors, learners at all worksites and training venues and are bound by the requirements of the Workplace Health & Safety Act 2011.

Employees are responsible under the Act for the following:

- Informing the employer of all accidents that occur which may affect health and safety at the workplace.
- Taking reasonable care of others at the workplace and cooperating with the employer in ensuring health and safety.
- Ensuring the workplace is not misused or interfered with.
- Cooperating with the employer or any other person to meet a requirement made for health and safety under the Act.