

Work Health and Safety Policy

Objective:

SkillCentred Queensland Inc. is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.

1.1 Health and Safety Policy

SCQ has developed and implemented a structured health and safety management system to meet its obligations and legislative requirements. This will also assist to achieve a consistently high standard of safety performance. Regular review of WHS at senior level reinforces its importance to SCQ's commercial objectives and legal obligations.

1.2 Policy Authorised by Senior Management

The Chief Executive Officer will formally sign and date the current written policy and display it in the designated areas. The Managing Director will formally approve the policy and procedures. The Managing Director reviews the documented health and safety policy every year.

1.3 Policy Incorporates Management Commitment to Comply with Relevant Legislation

SCQ's health and safety policy will ensure compliance with legislative requirements and current industrial standards such as:

- The Statutory Health and Safety Acts.
- Various Codes of Practice
- AS/NZS 4801 ~ Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques

1.4 Policy Includes Management Responsibilities

SCQ has delegated general and specific health and safety responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards. Further individual responsibilities are contained in particular procedures and position descriptions. Every level participates in the establishment and maintenance of the WHS controls as well as assisting in WHS planning.

SCQ WHS policy is to inform employees and other interested parties that WHS is an integral part of its operations. All staff are actively involved in the review and continual improvement of WHS performance as this reinforces the company's objectives.

General Responsibilities:

Chief Executive Officer

- Formally approve the Work Health and Safety Policy
- Assign custody to ensure procedure is maintained and updated
- Formally approve the Work Health and Safety Procedures
- Review overall organisational health and safety performance
- Participate where required in the resolution of safety issues
- Review serious accidents/incidents and monitor corrective actions
- Review health and safety performance of middle management
- Ensure organisational compliance with health and safety legislation

Supervisors will:

- Implement the WHS Policy, WHS Procedures and legislative requirements
- Monitor health and safety performance within area of responsibility
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- Participate, where required, in the resolution of safety issues
- Investigate all accidents/incidents within area of responsibility
- Ensure liaison with employees, particularly on any workplace changes which have a health and safety component
- Initiate actions to improve health and safety within area of responsibility
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found
- Participate in consultation
- Ensure all employees are inducted and receive regular training as required to perform jobs safely
- Facilitate rehabilitation of injured workers

1.5 Individual Employee's Responsibilities to Health and Safety

Employees will:

- Adhere to all safe working procedures in accordance with instructions
- Take reasonable care of themselves and others who may be affected by their actions

1.6 Consultation with Employee Representative

SCQ is committed to consultation and co-operation between management and employees, to any change or input to the health and safety policy that will affect the workplace.

1.7 Reporting and Recording of Workplace Incidents and Injuries

SCQ has a strict procedure for internal or external reporting and recording of work-related incident, injury, or illness.

1.7.1 Continuous Improvement in Health and Safety

SCQ WHS process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

As time proceeds new information comes to light in terms of risk and therefore the WHS assessment needs to be repeated regularly. Repeating the assessment process with rigorous acceptability criteria also promotes continual improvement in managing WHS.

1.8 Manager's Understand Health and Safety Management

SCQ management team, are responsible for the development, promotion and implementation of WHS policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management. They are also responsible for communicating and training employees in all aspects of WHS management.

Various seminars, briefings, conferences and training sessions are attended as and when are necessary and available.

1.9 Management Support Early RTW of Injured Employee

SCQ supports the early return to work (RTW) of injured employee's provided this has been endorsed by a medical physician that the injured employee is capable of RTW. A RTW plan will be developed including suitable alternative duties, which will be identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.


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Authorised Signature