

Skillinvest

Occupational Health and Safety Policy

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Approval:	Any updates or amendments to this policy must be approved by the <u>Skillinvest Senior Leadership Team</u>



skillinvest

SKILLINVEST LIMITED
OCCUPATIONAL HEALTH AND SAFETY POLICY

1. Scope

To document the Occupational Health and Safety policy of Skillinvest and to set out arrangements for communication and review of the policy.

2. Occupational Health and Safety Policy

It is the policy and commitment of Skillinvest to comply with Occupational/Workplace Health and Safety legislation (*Occupational Health and Safety Act (Vic) 2004 and Regulations 2017*) and to provide, so far as is reasonably practicable, a work environment that is safe and without risk to both physical and psychological health. The safety of employees is of the greatest importance to all levels of management and staff of Skillinvest. To this end, Skillinvest has established and maintains an Occupational Health and Safety Management System.

The management and staff will regard the physical and psychological health and safety at the workplace as one of the highest priorities. They will be responsible for ensuring that employees are provided with appropriate information, instruction, training and / or supervision as is necessary to enable them to perform their work in a way that is safe and without risks to health.

Skillinvest will use a range of measures to achieve this. Some of these options include, but is not limited to:

- Ensuring that Host employers (the Clients) are aware of their obligations to comply with providing a workplace that is safe and without risk to health, which shall be confirmed and documented by Skillinvest Apprentice Consultants using the Workplace Health and Safety Assessment Checklist (Document # 6.1.2) prior to any placement.
- Acknowledging that our collective responsibility extends to ongoing monitoring of the health and safety of the on hired employees and employees in general in regard to their care on a day-to-day basis.
- Providing employees with access to an employee assistance program (EAP)
- Providing students and residents with appropriate facilities.

As part of an employee's duty of care, all employees must—

- take reasonable care for his or her own health and safety; and
- take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at any workplace; and
- co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under OHS Act or the Regulations.

All employees are encouraged to participate in improving standards of workplace health and safety.

Skillinvest understands that to reduce the likelihood of workplace injury, harm or damage, improvements through constant evaluation and monitoring of the workplace will occur through co-operation with their staff, its employees and host employers on workplace health and safety issues. This will ensure that Skillinvest works in partnership to promote and maintain a safer working environment.

3. Reporting of Serious Accidents/Incidents

Skillinvest requires that an Accident/Incident Report be completed in regards to all accidents/incidents whether Major or Minor that occur within Skillinvest. This report should be completed as per the procedure ([Refer OHS 13.1 Accident Incident Reporting Investigation](#)).

Skillinvest also requires that all /injuries/incidents/near misses/hazards be investigated and that appropriate control measures be implemented to eliminate or reduce the likelihood of future occurrences. In order to

achieve this, Skillinvest requires that all injuries, incidents near misses and hazards be investigated in a timely manner.

All injuries/incidents/near misses/hazards must be reported immediately or as soon as is practicable after the occurrence to your Skillinvest Manager and be recorded using the Injury, Incident, Near Miss, and Hazard Notification Form (Document # 13.1.2).

All injuries must have an incident investigation Checklist (Document # 13.1.3) completed within 2 days of the injury occurring and forwarded to the Skillinvest Claims Manager.

No task that has resulted in a medical treatment or lost time injury shall resume until adequate control measures have been put in place to eliminate or reduce the likelihood of the injury / incident reoccurring.

Approval to resume the task must be given by senior management, apprentice consultants, or supervisors directly responsible for the employee.

4. On the Job Training (OJT)

It is the responsibility of Managers and supervisors to utilise available resources to train, qualify, and develop their employees.

An analysis of the major job requirements (identified in the position description and performance plan) and related knowledge, skills, and abilities form the basis for setting up an On the Job Training (OJT) plan. To be most effective, an OJT plan should include, but is not limited to:

- the subject to be covered;
- number of hours;
- equipment used;
- name of person responsible for overseeing the training
- estimated completion date;
- method by which the training will be evaluated: and
- Signature of both the trainer and trainee when completed.

Completed On the Job Training Plans shall be kept in the employees file.

5. Longerenong College and other high-risk areas

Farm work will involve undertaking a range of different tasks under a variety of conditions in the course of a typical working day, and between seasons, and often requires a higher level of OH&S protection.

Farm workplaces and work processes are often harder to control e.g., climate, working with animals etc. It is the responsibility of all Managers and supervisors to ensure OH&S induction and training is undertaken before new staff and students commence farm work. This is recorded using document # 9.1.1 - Agriculture Horticulture Host - Employee Induction.

Chemical Storage:

All hazardous substances and dangerous goods should be stored in their original containers with their full labels.

All chemicals used on site should be accompanied by a current (within the last 5 years) Safety Data Sheet (SDS).

All chemicals used shall be listed on a register detailing whether the chemical is a hazardous substance or dangerous good.

Current versions of safety data sheets shall be kept with the chemicals at their normal storage location so that users can refer to these for information such as the physical, health, and environmental hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.

The chemical storage shed should be suitably ventilated, kept securely locked and appropriately signed so that its hazardous contents can be quickly identified.

Only personnel trained and competent in chemical use and handling shall be granted access to keys to the chemical shed. These keys shall be tracked by the employee key register that is overseen by the Longerenong Administration.

Particular products should be stored together, e.g. all herbicides together, all insecticides together, all pesticides together, etc.

6. Responsibilities

Each member of staff (or employee) is accountable for implementing this policy in their area of responsibility.

6.1 Chief Executive Officer

- Approval of the OHS Policy and Procedures;
- Review OHS performance and compliance;
- Review serious accidents/incidents;
- Provide resources to meet the health and safety commitment.

6.2 Chief Operating Officer and General Managers

- Monitor and Review OHS performance and compliance;
- Review serious accidents/incidents;
- Ensure appropriate actions are taken to develop, promote and implement OHS Policies and Procedures;
- Be informed of incidents and accidents occurring on Skillinvest premises or to employees to allow for accurate monitoring of OHS performance;
- Regularly review OHS performance.

6.3 Department Managers

- Ensure appropriate actions are taken to develop, promote and implement OHS Policies and Procedures;
- Facilitate rehabilitation of injured/ill employees;
- Monitor OHS performance within area of responsibility;
- Initiate action to improve OHS through participation in formal and informal discussions, workplace visits and hazard inspections, etc.;
- Review OHS related reports;
- Serve on the Health and Safety Committee if required;
- Foster liaison with employees, particularly on any workplace changes, which have an OHS component;
- Be informed of incidents and accidents occurring on Skillinvest premises or to employees to allow for accurate monitoring of OHS performance;
- Ensure the ongoing monitoring of the health of employees;
- Ensure all employees, contractors and visitors are inducted and receive regular training in OHS as required;
- Regularly review the OHS performance of Field Officers/Consultants;
- Ensure relevant staff are provided with appropriate training and ongoing education;
- Ensure that this policy and the OH&S program are effectively implemented in their areas of control, and to support employees and hold them accountable for their specific responsibilities.

6.4 Apprentice and Trainee Consultants

- Ensure the effective implementation of the OHS Policies and Procedures;
- Visibly demonstrate commitment to OHS through participation in formal and informal discussions, workplace visits, etc.;
- Observe, implement and fulfil their responsibilities under the relevant Acts, Regulations, Codes of Practice and Standards;

- Ensure that the agreed procedures for regular consultation between Field Officers, Host Employers and on hired workers, apprentices and trainees are followed/adhered to;
- Investigate all accidents/incidents and prepare and submit reports in a timely manner;
- In co-operation with the Host Employer and the on hired worker / apprentices and trainees monitor the OHS performance within their area of responsibility;
- Foster liaison with the Host Employer and the on hired worker / apprentices and trainees, particularly on any workplace changes which have an OHS component;
- Ensure that all policies and procedures operating within Skillinvest which relate to your area of responsibility are periodically revised and are consistent with Skillinvest's OHS objectives;
- Ensure the ongoing monitoring of the health of on hired workers / apprentices and trainees;
- Initiate actions to improve OHS;
- Ensure all on hired workers / apprentices and trainees are inducted and receive regular training in OHS as required;
- Be informed of incidents and accidents occurring to on hired workers / apprentices and trainees to allow for accurate monitoring of OHS performance;
- Facilitate rehabilitation of injured on hired workers / apprentices and trainees;
- Undertake training as required.

6.5 Host Employers

- Ensure the effective implementation of the OHS Policies and Procedures;
- Visibly demonstrate commitment to OHS through participation in formal and informal discussions, workplace visits, etc.;
- Investigate all accidents/incidents and prepare reports;
- Observe, implement and fulfil their responsibilities under the various Acts, Regulations, Codes of Practice and Standards, which apply to their industry;
- Provide information, training and supervision for on hired workers / apprentices and trainees in the correct use of plant, equipment and substances used in their area;
- Actively monitor workplace to determine presence of hazards, report such hazards to Skillinvest and take appropriate action to rectify them;
- Ensure all on hired workers / apprentices and trainees are trained in the safe performance of their assigned tasks and as tasks change and or new systems procedures are introduced;
- Agree to and sign the Skillinvest Health and Safety Agreement.

6.6 Employees

- Have a duty to take the care of which they are capable for their own health and safety and that of others affected by their actions at work;
- Shall comply with Skillinvest OHS procedures and directives;
- Will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of Skillinvest employees;
- In accordance with Skillinvest procedures for accident and incident reporting, are to report potential and actual hazards (Refer OHS 13.1 Accident Incident Reporting Investigation);
- Ensure that the workplace is maintained in such a manner as to ensure that safe working conditions apply;
- Shall assist with accident/incident investigations as required;
- Shall report any unsafe work practices or hazards
- Shall undertake appropriate training to ensure that they can perform their work safely.

6.7 OH&S Committee

The Skillinvest OHS Committee will be responsible for:

- Assisting management with the identification and development of health and safety policies, practices and procedures;
- Considering any proposal for, or changes to policies, practices or procedures which may affect the health and safety of employees;

- Promoting the importance of a high level of awareness of health and safety among employees and management;
- Promoting employee acceptance of their health and safety responsibilities;
- Monitoring the Company's Occupational Health, Safety and Welfare performance;
- Assisting in the resolution of Occupational, Health, Safety and Welfare disputes;
- Monitoring the system for the management and rehabilitation of employees with work related injuries and disease;
- Ensure that the workplace is maintained in such a manner as to ensure that safe working conditions apply;
- Ensure each committee meeting is attended as often as possible, by the employer's representative who has the necessary power to authorise action in response to the committee's recommendations;
- Inspect any part of the work place without delay if there is an incident or immediate risk to health or safety.

6.8 Contractors

To ensure their safety all contractors and consultants whilst on Skillinvest premises or any client of Skillinvest's premises are required, as part of their contract, to comply with all Skillinvest OHS policies, procedures and instruction and to observe directions on health and safety from designated employees of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract and / or removal from site.

6.9 Visitors

To ensure their safety, all visitors to all Skillinvest work force premises are required to comply with all policies, procedures and instructions and to observe directions on health and safety from designated employees of the organisation.

6.10 Review

This policy shall be reviewed biennially or more frequently if necessary to ensure that it is consistent with legislative and organisational changes. Skillinvest seeks co-operation from all employees in realising its OHS objectives and creating a safe work environment. All employees shall be advised, of changes to this policy or arrangements for its implementation.

7. Policy Breach

Any breach of this policy may result in disciplinary action, up to and including termination of employment.

8. Related Policies

This policy should be read in conjunction with the following policies:

- Drug and Alcohol Policy
- Diversity and Inclusion Policy
- Duty of Care and Code of Conduct Policy
- Equal Employment Opportunity (Discrimination, Harassment, Bullying and Victimisation) Policy
- Grievance and Complaints Policy
- Privacy Policy

Skillinvest Diversity and Inclusiveness Clause:

Skillinvest values and promotes diversity, fairness and inclusiveness in the workplace and is committed to ensuring workplace diversity and inclusiveness through establishing proactive strategies, policies and procedures. Skillinvest aims to ensure that all employees, clients, business partners and stakeholders are treated with respect, dignity and fairness to ensure Skillinvest promotes inclusiveness and positive working relationships.

Skillinvest is committed to recognising the value of diversity and inclusiveness in the workplace and ensures that work practices promote equal opportunity and are non-discriminatory.