

1. Purpose

Australian Lifesaver Training has set the requirements for implementation of a work health and safety (WHS) training and development framework. This procedure aims to provide a consistent approach to the identification and provision of WHS training. This covers Contractor induction requirements.

Implementing the steps described in this framework will assist to:

- Ensure all workers, admin staff, trainers and contract trainers are aware of their WHS responsibilities whilst at work or offsite at another location outside Australian Lifesaver Training run sites. This can include, schools, aged care, corporate or public venues.
- The aim is to improve works and contractor's awareness of health and safety risks within training.
- The purpose is to enhance staff and contractor's performance and reduce the likelihood of workplace injury and illness.
- Meet legislative compliance as specified in s19 of the Work Health and Safety Act 2011 and s39 of the Work Health and Safety Regulation 2011.
- Continuous improvement of Australian Lifesaver Training health and safety culture.

2. Scope

The policy applies to all workers (PAYE), students/participants and contractors working for Australian Lifesaver Training. This can also include third party contractors to perform specified tasks such as trade services. Australian Lifesaver Training strives for a zero-accident harm in the workplace.



3. Responsibilities

Australian Lifesaver Training directors are responsible for this policy. Administration manager role will administer the updates, and implementation of this policy.

- Ensure the health and safety of Australian Lifesaver Training workers, students/participants and contractors.
- Provide and maintain a work environment that is without risks to health and safety.
- Provide information, training, instruction and supervision
- Implement and provide safe systems at work and be open to suggestions on further improvement by stakeholders.
- Provide and maintain safe plant and structures, where these structures are owned by a landlord Australian Lifesaver Training will report the issue to the landlord.
- All staff, contractors and students/participants must notify Australian Lifesaver Training management of incidents that are deemed as unsafe. This includes off site training venues to ensure Australian Lifesaver Training management can take appropriate action to prevent harm to workers in the future.

4. Procedures

All students/participants must sign an attendance form when training with Australian Lifesaver Training. Staff, contractors and trainers are required to ensure everyone is accounted for attending the class.

Any hazards must be identified to all students/participants by the trainer before the class is started to the trainers best of ability.

Visitors to any Australian Lifesaver Training office must register at reception and be inducted before walking onto the premises.

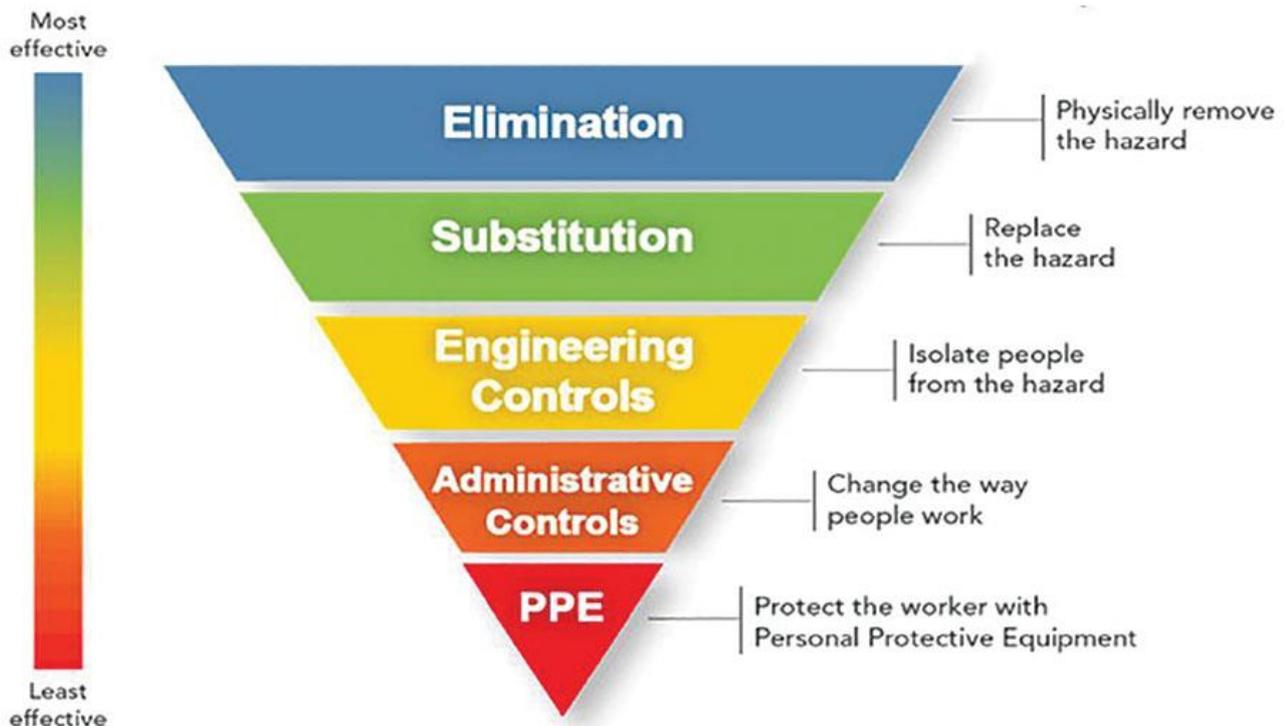
All hazards must be reported to Australian Lifesaver Training management. This can be done, via email, phone or verbally. Once a hazard is brought to attention, a report document will be filled out, with a plan to resolve where possible.

For all workers and contractors please read this policy to ensure you are aware of Australian Lifesaver Training WHS Policies.

4. WHS Risk Assessment

The WHS Risk Assessment purpose is to identify hazards, risks or issues that may affect all workers, contractors and potentially students/participants health, safety and welfare.

Australian Lifesaver Training uses the below hierarch of control, in the order of preference these measures relate to:



The outcomes of WHS risk assessments will be documented and the control measures reviewed as determined by the management. This could be annually, monthly or even weekly if required. This policy has been set up to ensure Australian Lifesaver Training achieves the goal of eliminating or minimising the risk of workers, contractors and students/participants may be exposed to whilst on our premises.

5. Records

WHS Records are stored electronically in Australian Lifesaver Trainings Administration folder. This is our document management system.

6. Review

Our documents will always contain a revised and version date in the footer, with the previous version stored on our document control folder "Administration". Administration staff are required to keep the version updated and ensure all stakeholders receive updated WHS Policies and other relevant policies.

7. Emergency Procedure

In an emergency call 000

	<p>For Crisis Support & Suicide Prevention contact LifeLine, they have a range of options and may refer you to the correct provider to assist you. 24/7</p> <p>13 4257</p>
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In case of a fire or dangerous situation within the building. All workers, contractors and students/participants must leave the building based on the evacuation procedure plan provided within the building.

8. Hazard/Incident Reporting Procedure

All workers and contractors are required to complete an Accident and Incident Report Form as a result of work undertaken on behalf of Australian Lifesaver Training on our premises, travel to work, work break or third-party premises for external course delivery. This can be obtained from Administration or requested to be sent to your email.

What should be reported?

- Any Injury (no exceptions) that cause an illness or injury requiring a medical action.

- All incidents (this includes verbal abuse, bullying or threats) that cause a minor injury requiring first aid.
- All Near-Misses incidents that do not cause injury but may have the potential to do so.
- All hazards that has a potential to cause ill health, allergic reactions, stress or injury.

Action to be taken

The incident report will be reviewed by directors and given a case number.

The report will be recorded, professional advice maybe required by the directors. Investigation and resolutions will be implemented.

Staff member or contractor will be offered counselling if required or given the outcome of the problem being resolved.

Issues will be reported or resolved to ensure all future risks are eliminated to the best of Australian Lifesaver Trainings ability.

9. Hazard/Incident Reporting Procedure

A risk management register will be maintained and reviewed on set dates. This register will include all risks associated with the work environment and risk management strategies used by Australian Lifesaver Training.

- 6-month inspection of all Australian Lifesaver Training office and equipment.
- Annual review of our WHS Policies and procedures
- Risk assessment of newly purchased equipment
- Incident Investigations
- Risk assessment to any change to Australian Lifesaver Training work processes.
- Documented WHS policies and procedures.
- Ensure all new staff and contractors are given an electronic copy of the current WHS policy.



10. Risk Management Process

Identifying a potential WHS risk. This guide should be used to determine the potential risk for harm before activities commence, before the introduction of new equipment, or any modifications to equipment or processes.

		Probability				
		Frequent	Likely	Occasional	Seldom	Unlikely
		A	B	C	D	E
S E V E R E I T Y	Catastrophic	I	Extremely			
	Critical	II	High	High		
	Moderate	III		Medium		
	Negligible	IV				Low
		Risk Levels				

Australian Lifesaver Training has adopted the Safe Work Australia Risk Management process



Identify the Hazard

A potential source of injury, ill health or disease or mental illness. Australian Lifesaver Training requires all management, workers and contractors to actively report or identify any workplace hazards. This includes but not limited to hazardous chemicals, abusive students/participants (call police if in a dangerous situation), lifting/moving items, using tools, potential electrical hazards or faulty workplace furniture.

All hazards must be reported to Australian Lifesaver Training management. This can be done, via email, phone or verbally. Once a hazard is brought to attention, a report document will be filled out, with a plan to resolve where possible.

Refer to section 8 and 9 for the procedure.

Assess the Risk

Australian Lifesaver Training management will assess the risk or call-in third-party specialists to assist with the risk assessment.

Once a risk is given a rating, all steps to notify those at risk will be actioned. All workers and contractors that are notified are required to ensure they follow the guidelines set to eliminate harm or sickness. If a worker or contractor does not adhere by the guidelines set this will be deemed as a breach of their employment contract.

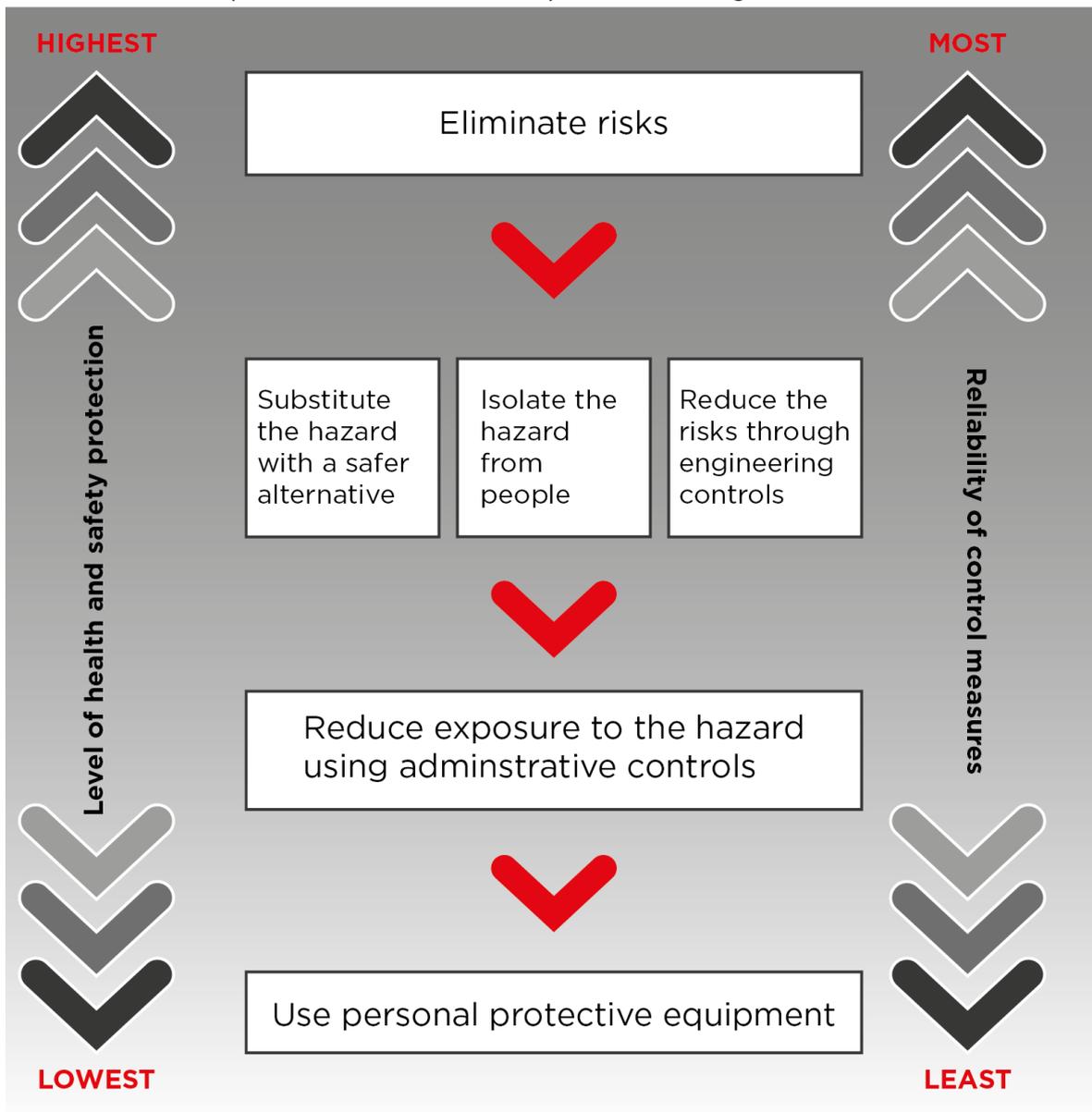


Control the Hazard

Australian Lifesaver Training aims to eliminating the risk as reasonably practicable, or if this is not possible, minimising the risk as far as reasonably possible to prevent death or serious injury.

The aim of this step is to implement and create a safe workplace rather than relying on people to behave safely.

We have adopted the Safe Work Hierarchy of Risk Control guide as illustrated below:



11. Purchasing

All new equipment will be assessed prior to purchasing to determine the risk if any. This includes IT equipment, furniture and fittings, office equipment, course class equipment, electrical goods, contracted services such as cleaning or maintenance.

12. Noise

All workers and contractors are to ensure they do not bring any harmful noise producing devices into the workplace that may harm another worker or management.

13. Outside Risks

Australian Lifesaver Training forbids any harmful risks being brought into the company premises and third part training venues. All trainers and contractors are required to exercise WHS standards and ensure they do not introduce any harmful risk issues into any Australian Lifesaver Training class or office. Items such as illegal drugs, alcohol abuse, chemicals that can cause harm, aggressive pets, using their own furniture without requesting management to assess if the chair is compliant and safe to use in the workplace.

Australian Lifesaver Training encourages open discussion and will look at any staff or contractors' requests. We exercise the right to reject these requests if it is deemed the request could cause harm to both the worker/contractor and the rest of the team.

We
Believe in
Keeping
You Safe