

Work Health and Safety Policy

PURPOSE

The policy outlines Trainwest's commitment to providing a safe and healthy working and learning environment for all employees, students, visitors, and stakeholders.

This policy ensures compliance with relevant Australian WHS legislation, regulations, and standards while promoting a culture of safety and wellbeing.

Trainwest is part of Keystone Training Group.

SCOPE

This policy applies to all Trainwest activities involving all employees, students, visitors, and stakeholders.

This policy covers measures to identify and mitigate workplace hazards, implement safety procedures and protocols, provide necessary training and resources, and ensure compliance with work, health and safety (WHS) legislation.

POLICY STATEMENT

Trainwest is committed to providing safe and healthy workplaces and learning environments where work health and safety is integrated into everyday operations.

Work health and safety is a shared responsibility. Trainwest is committed to complying with applicable legislation, managing work health and safety risks, consulting with workers and continually improving its work health and safety management systems and practices.

POLICY

Our Commitment

Trainwest is committed to:

- Providing safe and healthy working conditions, free of work-related injury and illness
- The elimination of workplace hazards and the reduction of WHS risks
- Creating a do-not-walk-by culture that puts WHS first through leadership, training, and development
- Providing an effective and appropriate framework for the establishment of WHS objectives
- Consulting and participating with workers to create a safe workplace and systems of work
- Measuring and continually improving our WHS performance and management systems
- Complying with all legislative and statutory obligations as a minimum requirement.

Our Goals

Trainwest strives to achieve our goals through:

- Identifying, assessing, and controlling hazards and risks as low as reasonably practicable
- Setting, monitoring, and communicating meaningful performance measures to workers and stakeholders
- Actively identifying and implementing opportunities to improve WHS outcomes
- Recognising and rewarding innovation in WHS
- Providing appropriate training and forums to communicate safety processes, initiatives and issues to all employees, students, and other stakeholders
- Maintaining a suitable WHS management system
- Proactively participating in business, community, and government programs to enhance community health and safety.

Quality Management

This policy forms part of our **Quality Management System (QMS)**. It is reviewed annually in accordance with the **Internal Audit Procedure** and is supported by ongoing quality assurance activities. Additional reviews may occur based on risk, feedback, or regulatory change.

Records related to this policy must be maintained as per the **Records Management Policy**. Documents must be version-controlled, stored in approved systems, and retained for audit, compliance, and quality assurance purposes.

Non-compliances, risks, issues and improvements are recorded and addressed in line with the **Continuous Improvement Policy**. Staff are encouraged to submit a **Continuous Improvement (CI) Request** to raise concerns or suggest improvements.

RESPONSIBILITIES

Chief Executive Officer (CEO) and Managers	<ul style="list-style-type: none">• Provide leadership on WHS matters and ensure resources are available to support WHS initiatives.• Ensure compliance with WHS legislation, regulations, and standards.• Foster a safety-first culture throughout the organisation.• Conduct regular risk assessments and WHS inspections.• Investigate incidents and liaise with relevant authorities as required.• Set and monitor WHS performance targets.
Employees, Contractors, Students and Stakeholders	<ul style="list-style-type: none">• Comply with WHS policies, procedures, and instructions.• Take reasonable care for their own safety and the safety of others.• Report hazards, unsafe conditions, incidents, and injuries immediately.• Participate in risk assessments, safety inspections, and WHS training.• Use personal protective equipment (PPE) as required.• Engage in WHS initiatives and provide suggestions for improving workplace safety.

DEFINITIONS

Duty Holder	Any person who owes a work health and safety duty under the WHS Act, including a person conducting a business or undertaking (PCBU), designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holders), an officer and workers. More than one person can concurrently have the same duty, in which case the duty is shared. Duties cannot be transferred.
Employee	A person employed in any industry, whether on salary, wages or piece-work rates, or any person taken to be an employee by subsection.
Employee Assistance Program (EAP)	A voluntary, work-based program that offers free and confidential assessments, short-term counselling, referrals, and follow-up services to employees who have personal and/or work-related problems.
Health and Safety Committee (HSC)	A group established under the WHS Act that facilitates cooperation between a PCBU and workers to provide a safe place of work. The committee must have at least 50% of members whom the PCBU has not nominated (i.e. workers or HSRs).
Officer	An officer within the meaning of section 9 of the Corporations Act 2001 (Cth), other than each partner within a partnership. An officer is a person who makes or participates in making decisions that affect the whole or a substantial part of the organisation's activities. This doesn't include an elected member of a municipal council acting in a capacity or a minister of a state, territory or the Commonwealth.
Person Conducting a Business or Undertaking (PCBU)	A person conducting a business or undertaking alone or with others, whether or not for profit or gain. A PCBU can be a sole trader (for example, a self-employed person), each partner within a partnership, company, unincorporated association or government department of a public corporation (including a municipal council).
Personal Protective Equipment (PPE)	Protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness.
Reasonably Practicable	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 health and safety measures are in place.
Student	Person receiving training and/or assessment services provided by an RTO, or by a third-party on their behalf, and includes learners, participants, candidates and trainees.
Third-Party	Any person who has an arrangement with an NVR registered training organisation to deliver services, but does not include: <ul style="list-style-type: none"> • employees of the organisation • experts engaged by the organisation • government agencies and government funded agencies that refer VET students to the organisation and do not receive any payment from the organisation for doing so.
Volunteer	A person who acts voluntarily regardless of whether they receive out-of-pocket expenses.
Worker	A person who performs work for a PCBU in any capacity, including as an employee, contractor or subcontractor, a small business owner who works in the business, an employee of a contractor or subcontractor, an employee of a labour-hire agency, out worker, apprentice or trainee, student on work experience or volunteer.

RELATED DOCUMENTS

Internal

Policies	<p>Access, Equity and Inclusion Policy</p> <p>Employee Code of Conduct</p> <p>Employee Wellbeing and Support Policy</p> <p>Environmental and Sustainability Policy</p> <p>Governance and Leadership Policy</p> <p>Respectful Behaviour and Conduct Policy</p> <p>Risk Management Policy</p>
Procedures	<p>Employee Onboarding Procedure</p> <p>Emergency Management Procedure</p> <p>Environmental and Sustainability Management Procedure</p> <p>Hazard Management Procedure</p> <p>Incident Management Procedure</p> <p>Risk Management Procedure</p> <p>Workplace Inspection Procedure</p>
Guides	<p>Employee Handbook</p> <p>Student Handbook</p> <p>Student Handbook – Third-Party</p>
Forms	<p>Continuous Improvement Request</p> <p>Hazard Report Form</p> <p>Incident Report Form</p> <p>Workplace and Facilities Inspection Checklist</p>
Systems	<p>Continuous Improvement Register (CIR)</p> <p>Incident Register</p> <p>WHS Inspections Register</p> <p>Quality Management System (QMS)</p> <p>Risk Register</p>

External

Legislation and Regulatory Instruments	<p>National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025</p> <p>National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025</p> <p>National Vocational Education and Training Regulator Regulations 2011</p> <p>Work Health and Safety Act 2020</p> <p>Work Health and Safety (General) Regulations 2022</p>
Guidance and Resources	<p>Employee Assistance Program (EAP): Lifeskills Australia</p> <p>Safe Work Australia</p> <p>Work health and Safety Laws WA</p>