

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.

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.

RESPONSIBILITIES

<p>Chief Executive Officer (CEO) and General Managers</p>	<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.
<p>Employees, Contractors, Students and Stakeholders</p>	<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.

Policy Statement

Trainwest is committed to providing a safe and healthy workplace and learning environment.

Work health and safety is everyone's responsibility. Management will lead by example, ensuring safe practices and equipment are in place, and employees are encouraged to actively participate in maintaining a safe work environment.

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

Our Quality Management System (QMS) integrates quality control, quality assurance and continuous improvement, demonstrating our commitment to upholding the highest quality standards across all our operations.

This policy undergoes a systematic review during our annual internal audit, as per our Internal Audit Procedure, reinforcing its role in achieving quality objectives and compliance standards. Ongoing review activities are documented as per our Quality Assurance Procedure.

Identified issues and improvements in this process, along with related practices and systems, are recorded in the CI Register as per our Continuous Improvement Procedure. Employees are encouraged to contribute to continual improvement by submitting a CI Request if they identify any issues or improvement opportunities.

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 <i>Corporations Act 2001</i> (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.
Registered Training Organisation (RTO)	An organisation registered with ASQA in accordance with the requirements of the VET Quality Framework that provides specific vocational education and training and/or assessment services.
Standards for Registered Training Organisations (RTOs) 2015	Also referred to as the "Standards," they form part of the VET Quality Framework, a system that ensures the integrity of nationally recognised qualifications. The Standards are enabled by the <i>National Vocational Education and Training Regulator Act 2011</i> (NVR Act). An RTO is required to comply with these Standards to be an RTO in Australia.
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. Trainwest uses the term Student.
Third-Party	Any party that provides services on behalf of the RTO but does not include a contract of employment between an RTO and its employee.
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.
Work Group	A group of workers represented by an HSR who, in many cases, share similar work conditions (for example, all the electricians in a factory, all people on night shift, all people who work in the loading bay of a retail storage facility).
Work Health and Safety (WHS)	Refers to health and safety practices that are established and carried out to ultimately prevent or mitigate any injury, illness or any kind of mishap in the workplace.
Workplace	Any place where a worker goes or is likely to be while work is carried out for a business or undertaking. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water, such as offshore units and platforms (i.e. not already covered under the Commonwealth's offshore WHS laws).

Refer to our Glossary for a list of all Trainwest terms and definitions.

RELATED DOCUMENTS

Internal

Policies	<p>Access and Equity Policy</p> <p>Anti-Discrimination and Harassment Policy</p> <p>Environmental and Sustainability Policy</p> <p>Governance Policy</p> <p>Health and Wellness Policy</p> <p>Incident Management Policy</p> <p>Quality Policy</p> <p>Risk Management Policy</p>
Procedures	<p>Communication Procedure</p> <p>Continuous Improvement Procedure</p> <p>Employee Induction Procedure</p> <p>Emergency Management Procedure</p> <p>Quality Assurance Procedure</p> <p>Risk Management Procedure</p>
Guides	<p>Code of Conduct</p> <p>Employee Handbook</p> <p>Trainwest Student Handbook (website)</p> <p>Trainwest Third-Party Student Handbook (website)</p>
Forms	<p>CI Request</p> <p>Incident Report Form</p> <p>Workplace Inspection Checklist</p>
Systems	<p>CI Register</p> <p>Quality Management System (QMS)</p> <p>Risk Register</p> <p>Trainwest Intranet</p>

External

Legislation	<p><i>Standards for Registered Training Organisations (RTOs) 2015, Clauses 8.5 and 8.6</i></p> <p><i>National Vocational Education and Training Regulator Regulations 2011</i></p> <p><i>Work Health and Safety Act 2020</i></p> <p><i>Work Health and Safety (General) Regulations 2022</i></p>
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