



Australian Alpine Training Institute

OCCUPATIONAL HEALTH AND SAFETY POLICY

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Statement

The Australian Alpine Training Institute strives, through a process of continuous improvement, to fully integrate health and safety into all facets of its operations and activities.

The Australian Alpine Training Institute promotes a proactive health and safety management philosophy based on effective communication and consultation, the systematic identification, assessment and control of hazards and the encouragement of innovation.

IMPLEMENTATION PROCEDURES

Introduction

Providing and maintaining a healthy and safe work environment is a leadership responsibility. Ongoing support of The Australian Alpine Training Institute's Health and Safety program is the responsibility of everyone.

RESPONSIBILITIES

Members of Management

Members of Management are held accountable for their performance in managing occupational health and safety in areas under their control.

They must also ensure that adequate provision is made to enable occupational health and safety standards to meet policy objectives. It is The Australian Alpine Training Institute's policy in the allocation of resources that a high priority should be given to items with significant occupational health and safety implications.

Occupational health and safety issues must be included on meeting agendas at regular intervals.

While the Chief Executive has the final responsibility for the occupational health and safety of staff at The Australian Alpine Training Institute, all supervisors are responsible for planning, implementing and maintaining occupational health and safety standards and practices in all areas and activities under their control.

This responsibility includes the need to look to the welfare of, and to provide a healthy and safe environment for, their staff, visitors and contractors and to ensure that the standards and practices adopted are in conformity with statutory requirements and the provisions of The Australian Alpine Training Institute's policy. In particular, it is their role to:

- Lead by example in relation to occupational health and safety standards and awareness;
- Familiarise themselves with the Occupational Health and Safety Act, 1985 and in particular with those sections relating to employer responsibilities and the powers and rights of health and safety representatives;
- Establish occupational health and safety committees and ensure that members attend appropriate training;

- Appoint appropriate safety officers and adequate numbers of emergency personnel and ensure that they receive adequate training;
- Deal with health and safety issues raised by health and safety representatives;
- Consult with the relevant health and safety representatives, where practicable, on all changes which may affect the occupational health and safety of staff, visitors or contractors;
- Ensure that occupational health and safety appears on the agenda of departmental or equivalent meetings at regular intervals, at a frequency consistent with the number of hazards and degree of risk;
- Arrange for occupational health and safety rules to be developed, documented and issued to all staff and where appropriate, visitors and contractors;
- Ensure that all staff, visitors and contractors receive a safety induction that includes information pertaining to emergency response procedures and personnel;
- Ensure that all staff, visitors and contractors receive the appropriate information, instruction and training necessary for them to perform work safely and with the hazards to which they are exposed;
- Ensure that adequate emergency equipment is provided and properly maintained, that regular training in the use of the equipment is carried out and that at least two emergency evacuation exercises per annum take place;
- Ensure that the occupational health and safety implications of all new work and building alterations are fully assessed at the planning stage;
- Ensure that the health and safety implications of new equipment and new materials are fully assessed prior to purchase;
- Ensure that adequate financial provisions are made for occupational health and safety equipment and materials and the maintenance of occupational health and safety standards;
- Ensure that hazard identification and risk assessment procedures are developed, documented and maintained for the use, handling, storage, transport and disposal of equipment, materials

and substances, and that appropriate risk controls are implemented and maintained;

- Ensure that the facilities and equipment provided are safe and suitable for the types of work to be carried out and that healthy and safe work methods are developed and adopted;
- Ensure that records are maintained in relation to all of the above;
- Indicate safety compliance as part of staff performance appraisal.

Supervisors

Supervisors have a particular responsibility for ensuring that the work for which they are responsible is carried out in ways which safeguard the occupational health and safety of staff in their charge and contractors that they are supervising managing.

Supervisors should:

- Actively practice and develop in their staff proper attitudes towards occupational health and safety matters;
- Control the risks associated with the work that they supervise using a documented risk management process;
- Ensure that safe work practices are developed and maintained at all times;
- Arrange for their staff to be instructed in safe and healthy work procedures, and ensure that they are fully informed about particular hazards, and to avoid, eliminate or minimize them;
- Ensure that good housekeeping standards are developed and maintained in the areas under their control;
- Ensure that staff under their control use safety equipment provided when required and in a correct manner;
- Gain a knowledge of employer responsibilities and the powers and rights of health and safety representatives under the Occupational Health and Safety Act, 1985, through attendance at an OHSE training course or by other means; and
- Indicate safety compliance as part of staff performance appraisal.

The Australian Alpine Training Institute staff who engage or manage

contractors

The OHS Act states that independent contractors and their employees are to be regarded as employees of the organisation engaging the independent contractor in terms of responsibility for occupational health and safety. The Australian Alpine Training Institute's staff who engage or manage contractors are therefore responsible for the health and safety of the contractor and the contractor's employees, in relation to all matters over which The Australian Alpine Training Institute control.

The Australian Alpine Training Institute staff that engage or manage contractors must therefore ensure that:

- Contractors and their employees receive a site specific safety induction which includes The Australian Alpine Training Institute's emergency response and incident reporting procedures and information on site specific hazards;
- The equipment and material used by contractors are safe and are used in a manner that does not pose a risk to the contractor(s) or to The Australian Alpine Training Institute staff and visitors;
- The contractors are not exposed to health and safety risks arising out of the activities of The Australian Alpine Training Institute;
- The contractors use appropriate personal protective equipment and safety equipment at all times;
- The contractors use safe work methods at all times;
- All contractors have statutory compensation and liability insurance.

Individual

While responsibility for occupational health and safety at The Australian Alpine Training Institute is a prime function of all levels of management, each member of staff has an overriding moral and legal responsibility for ensuring that his or her own work environment is conducive to good occupational health and safety by:

- Taking action to avoid, eliminate or minimise hazards of which he or she is aware;
- Complying with all occupational health and safety instructions, policies and procedures including departmental safety manuals;

- Making proper use of all safety devices and personal protective equipment;
- Complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
- Not willfully placing at risk the health and safety of any person at the workplace;
- Seeking information or advice where necessary before carrying out new or unfamiliar work;
- Maintaining dress standards appropriate for the work being done. Appropriate protective clothing and footwear must be worn at all times;
- Consuming or storing food and drink in only those areas designated;
- Being familiar with emergency and evacuation procedures and the location of, and if appropriately trained, in the use of, emergency equipment.

Safety Officers

Management is responsible for appointing a suitable safety officer for the areas under their control.

The safety officer is deemed to be the employer's representative (as required by the OHS Act) at the local level.

Safety Officers should be free to devote as much time as necessary to occupational health and safety matters. All staff should have direct access to their safety officer.

The main role of a Safety Officer is to act as a focal point for all occupational health and safety matters arising at the particular location. Carrying out the role involves:

- Identifying hazards and making recommendations to eliminate or reduce risks associated with those hazards;
- Providing advice on local occupational health and safety matters and obtaining advice on areas outside their expertise from OHSE or other sources;
- Bringing to the attention of occupational health and safety

hazards associated with their work;

- Monitoring health and safety standards and compliance with OHS rules, policies and procedures;
- Bringing to the attention of Management unresolved occupational health and safety matters;
- Investigating and reporting on all incidents, injuries and occupational health problems and notifying OHSE of incidents and hazards in line with reporting requirements;
- Assisting with the promotion of occupational health and safety awareness.

All accidents or near occurrences must be reported. An Incident Report Form OHSIR must be completed and submitted to Course Director or Administration Officer in the case of an injury occurring.