

## OHS/WHS POLICY

In fulfilling its responsibilities, GTPS:

- Makes all reasonable attempts to comply with all statutory rules and accepted codes and practices relating to health and safety.
- Set short and long term goals and specific responsibilities in the management of health and safety for its staff and customers
- Develops OHS/WHS policies, procedures and guidelines for Staff and Customers to follow (see below)
- Ensures all staff members and students understand and take responsibility for the health and safety process as touches on their respective roles.
- Provides information, instruction, training and supervision to ensure that staffs are aware of safe work practices, emergency procedures and any risks to health and safety in their work environment.
- Ensures that all staff, Trainers/Assessors get inducted to OHS/WHS policy and procedures of GTPS
- Consults with staff and OHS/WHS consultant on issues relating to health and safety.
- Conducts OHS/WHS assessments for all Facilities that GTPS uses for Training Purposes

Under the OHS/WHS Act, participants also have certain responsibilities.

All persons responsible for the work/learning activities of others are accountable for:

- identifying practices and conditions that could injure employees, students, members of the public or the environment
- Controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to the Operations Manager
- making sure workers use personal protective equipment (PPE), training workers to use PPE correctly where specified (For staff only)
- Undertaking activities in a safe manner
- Follow instructions provided for safety
- Not putting themselves or anyone else at risk
- Reporting an injury / illness or “near miss” to an appropriate person – (Forms for reporting incidences are available at GTPS’ Reception)
- The contact person for all OHS/WHS matters at GTPS is the Operations Manager on the following contacts: (03)93564646 or 0414376163 for AH

### **Guidelines for OHS/WHS at GTPS:**

- Report any potential hazards
- No cords should be left lying around in the office and training areas
- Care must be taken in the Kitchen when dealing with hot water urn
- If any areas in and round the office are wet, a caution sign is put for all to see
- Much of OHS/WHS is common sense, so please reason before undertaking any risky/unsafe activities
- Report the replenishing of the First Aid supplies located in the kitchen if deemed as diminishing
- Wipe all spills near the kitchen area
- Desks and chairs should be in their best condition
- No manual handling of heavy items e.g. bulks of photocopying paper. Staff should seek help to move such heavy items
- Proper lighting should be maintained in the office and classroom
- Operating the air conditioner in days of warm weather
- Operating the heating system on extreme cold weather days

- Assessment findings for external training facilities get actioned as appropriate by the management

### **Manual handling policy**

It is GTPS' policy to provide all employees and students with a safe and healthy workplace/learning environment by identifying, assessing and controlling manual handling risks.

While management is responsible for the health, safety and welfare of all employees, contractors and students, all must report potential and actual manual handling hazards identified

### **No Lift Policy**

Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

### **Workers' compensation policy**

(Section to be included only in the employee's document)

All employees may be eligible for workers' compensation benefits if injured while at work.

### **Injury incident procedure**

If there is an injury:

1. The first priority is First Aid attention. The injured person or nearest person should contact one of GTPS first aiders. For a serious injury also call an ambulance. Dial 000
2. Anyone who is injured on the job/while learning, experiences a safety incident or a near miss, must complete the incidence report form and report the incident to the GTPS manager.
3. The manager must maintain a register of injuries in accordance with the requirements of the Accident Compensation Act 1985 (Vic) The standard report must include:
  - employee's name and job details
  - time and date of injury
  - exact location the injury/incident occurred
  - how the injury/incident happened
  - details of the injury/illness and the part/s of the body injured
  - names of any witnesses
  - name of the person entering details in the Register
  - date the employer was notified
4. GTPS will let the injured person know in writing that we have received notification of any injury or illness reported in the Register.
5. The manager must report serious injuries to Work Safe immediately on telephone number 1800136089.