

## **WORKPLACE HEALTH & SAFETY POLICY STATEMENT**

### **Scope**

This policy applies to all employees, students, visitors and contractors across all Federation Training campuses, facilities and off-site work areas.

### **Commitment and Principles**

Federation Training is committed to providing employees, students, visitors and contractors with a healthy and safe environment. Federation Training will so far as reasonably practicable take action to improve and promote health, safety and wellbeing and prevent workplace injuries across its campuses and facilities.

### **Federation Training is committed to:**

- Promoting a 'zero tolerance' culture in relation to preventable workplace injuries and incidents;
- Applying prevention techniques and corrective actions to identified workplace health and safety risks;
- Consulting with employees on workplace health and safety issues directly as well as through their Health and Safety Representatives and Workplace Health and Safety Committees;
- Achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives;
- Complying with all relevant health and safety legislation; and
- Allocating adequate resources to maintain healthy, safe and supportive workplaces.

### **Federation Training will meet its commitment to Workplace Health and Safety by:**

- Providing appropriate information and training for management and employees to enable them to perform their WHS roles and responsibilities;
- Being accountable at all levels of the organisation for the health and safety of employees, students, visitors and contractors whilst they are engaged with Federation Training under their management;
- Consistently applying health and safety procedures, practices and other relevant policies in accordance with statutory requirements and standards;
- Reporting, recording and investigating accidents and incidents and acting to prevent re-occurrence in a timely manner;
- Reducing health, safety and wellbeing risks through a documented process of hazard identification, selection, implementation and review of risk controls; and
- Monitoring, reviewing and improving health, safety and wellbeing management systems.

### **Federation Training employees, students, visitors and contractors are required to:**

- Be responsible for their own health and safety, and the health and safety of others
- Report hazards and incidents in a timely manner via appropriate processes;
- Participate in training and information sessions as required;
- Consult and cooperate with FT on safety related matters; and
- Comply with safety instructions and observe the wearing of personal protective equipment as required.

**Wendy Wood**

CEO

Date: 10/2/2015