

HVTC Group POL001 Work Health and Safety Policy

1. Purpose

This policy demonstrates HVTC Group's commitment to achieving "Zero Harm" for all employees, students, contractors, and visitors. It promotes the health, safety, and welfare of all employees and students in the prevention of workplace injury and illness.

2. Scope

All HVTC Group Staff, Hosted Employees, Students, and Stakeholders (including but not limited to Directors, Host Employers, Contractors) shall adhere to this policy when accessing our premises, programs, and undertaking any work that falls within the scope of current WHS legislation and regulations.

3. Responsibilities

The HVTC Group Chief Executive Officer is responsible for the implementation of this policy. All employees, students, contractors, and visitors are required to adhere with the HVTC Group Work Health and Safety management system. All staff students, contractors, board members and visitors must:

- Take reasonable care of their own health and safety.
- Take reasonable care that their conduct does not adversely affect the health and safety of others; and
- Comply with any reasonable directions given by HVTC Group employees in relation to work health and safety.

4. Document Owner

Group HR & Safety Manager

5. Policy Objectives

To demonstrate our commitment to health and safety, HVTC Group will, in conjunction with key stakeholders:

- Promote a positive culture that is based on passionate leadership and effective consultation with employees, students, external parties, and other stakeholders;
- Ensure all employees have clearly defined and understood responsibilities and accountabilities for the effective implementation of our Safety Management System;
- Consult with employees and students in the development of health and safety policies and procedures;
- Apply risk management principles to the identification, assessment and controls of hazards, work practices and behaviours that could cause incidents, injury, or illness (both physical and psychosocial);
- Measure and monitor for continual improvement and effectiveness of our systems and processes and report on WHS Performance, measured against objectives and targets;
- Manage all incidents, near misses, and hazards consistently through incident reporting, investigation and appropriate remedial actions with all stakeholders;
- Communicate and implement our Rehabilitation Procedure with all stakeholders;
- Provide WHS induction and training to all stakeholders on HVTC Group's WHS Management System; and
- Promote and encourage employees to maintain a healthy balance of fitness for work (elements of personal well-being that can affect work performance and safety) by providing education training, information, and resources to all stakeholders.

6. Related Documents

[Drug and Alcohol Policy](#)
[Drug and Alcohol Procedure](#)
[Emergency Management Procedure](#)
[Employee Assistance Program](#)
[Environmental Policy](#)
[Fatigue Management Procedure](#)
[Health Surveillance Procedure](#)

[Heat Stress Management Procedure](#)
[Incident Management Procedure](#)
[PPE Procedure](#)
[Rehabilitation Policy](#)
[Rehabilitation Procedure](#)
[Risk Assessment Procedure](#)

[Smoke Free Workplace Policy](#)
[WHS Consultation Statement](#)
[WHS Management Plan](#)
[WHS Management System](#)
[WHS Risk Management Procedure](#)
[Workers Compensation Admin. Procedure](#)

Signed:



Sharon Smith
CEO

Approved by Board of Directors: 24th February 2023

Due consideration has been given to legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.

7. Document History

Version	Prepared By	Approved By	Date	Description
1.0	A Malloy	Board of Directors	24/02/2023	First release