

Purpose

This policy demonstrates Hunter Valley Training Company's (HVTC) commitment to achieve "Zero Harm" of all employees, students, contractors and visitors. It promotes the health, safety and welfare of all employees and students and the prevention of workplace injury and illness.

Scope

All HVTC employees and stakeholders are required to adhere to this policy when the work they perform falls within the policy's scope.

Responsibilities

The Chief Executive Officer is responsible for the implementation of this policy. All employees, students, contractors and visitors are responsible for co-operating with the occupational health and safety management system of HVTC.

Health and safety at work is both an individual and shared responsibility of ALL employees.

Document Owner

Manager Human Resources and Safety

Policy

Safety is a company value of Hunter Valley Training Company. The health and safety of our employees is integral to how we do business.

To demonstrate our value of health and safety HVTC will in conjunction with the host employer:

- Consult with and involve employees in the development of health and safety policies and procedures
- Establish and monitor measurable objectives to continually improve occupational health and safety performance
- Manage risk through the implementation of systems to identify hazards, assess risk and implement appropriate control measures that are monitored
- Inform all employees, students, visitors and contractors of their obligations regarding this policy to facilitate their understanding and role in achieving zero harm for all
- Provide and maintain a safe and healthy work and learning environment
- Conduct audits of our Work Health and Safety Management System and develop corrective actions to address identified gaps
- Communicate and implement our Return to Work Program to employees
- Promote fitness for work (elements of personal well-being that can affect work performance and safety) by:
 - providing education and training on the effects of heat stress and fatigue impairment to our employees;
 - providing resource material to our host employers regarding fitness for work issues where required
- Provide WHS induction and awareness training to employees and contractors

The failure to follow systems of work that protect our employees and students from harm will not be tolerated.

Related Documents

WHS Consultation Statement
Return to Work Program
Drug & Alcohol Policy
WHSE Risk Register
Bullying and Harassment Procedure

Signed:



Sharon Smith
CEO

Approved by Board of Directors: 04.05.2017

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.