

Date of Implementation

1st September 2023

Date Reviewed

August 2023

Date Due for Review

July 2024

Work Health and Safety Policy and Procedure

Purpose

MiHaven Training is committed to providing so far as is practicable, a working environment that is safe and without risk to health to all its employees, contractors and students through the effective implementation of compliant health and safety policies in the workplace. Every person who works for MiHaven Training is responsible for ensuring health and safety is managed in all aspects of the workplace.

Work Health and Safety – Employees Responsibility

The Workplace Health and Safety Act 2011 under Duties of Workers state that; while at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act;
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace that has been notified to workers.

Definitions

Hazard means any potentially dangerous situation within the work/study environment. Incident means an event or circumstance that leads or could have led to unintended or unnecessary harm during a person's participation in work and/or training activities. Injury means any incident that causes harm to a person during their participation in work and/or training activities.

Hazard, Incident, and Accident Reporting

It is a requirement of both Workplace Health and Safety legislation and of MiHaven Training, that all hazards, illnesses and incidents, including dangerous occurrences, and damage to property be reported to MiHaven Training's Director or Training Operations Manager. By reporting injuries, the potential severity can be identified, and corrective actions can prevent similar recurrences. All work-related injuries and illnesses must be reported immediately, and an Accident/Incident Report Form must be completed, if possible, within 24 hours after the occurrence regardless of when it occurred.

The Accident/Incident Report Form includes:

- Employee's name and job details
- Time and date of injury/incident
- Exact location the injury/incident occurred
- How the injury/incident happened
- Details of the injury/incident and the part/s of the body injured, if any
- Names of any witnesses
- Name of the person entering details in the report
- Date the employer was notified

Depending on the nature of the injury, the employee may be sent or taken to a medical clinic or hospital. All significant work-related accidents, incidents and injuries will be investigated. It is therefore important to assist with any investigation to prevent their re-occurrence.

Policy

1. Compliance

- a. Through this policy and related procedure, MiHaven Training meets the requirements of the Work Health and Safety Act 2011 (Cth) and the Work Health and Safety and Other Legislation Amendment Act 2017.
- b. MiHaven Training is committed to protecting all staff, contractors and students from harm to health, safety and welfare through the elimination and/or minimisation of risks arising from work and study.

2. Working safely

- a. All staff has a responsibility to work safely, take all reasonable care for their own health and safety and always consider the health and safety of others who may be affected by their actions.
- b. MiHaven Training encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.
- c. All staff will receive induction into their role which will include information about workplace health and safety. Training and updates to information will be provided to staff on a regular basis.

3. Workplace, delivery site and home office inspections

- a. All workplace and training environments will be routinely inspected to identify safety risks, hazards and identify areas for improvement. A WHS Facility Checklist is to be filled out prior to every training session.

4. Hazard identification and risk control

- a. All staff, students and other individuals are required to report any hazards and safety incidents as soon as they become aware of them.
- b. MiHaven Training will take immediate actions to respond to incidents, assess risks and control hazards where applicable.

5. Incidents

- a. Staff and students are expected to immediately report any incidents that occur at work or during training courses that impact on an individual's health or safety.
- b. MiHaven Training will respond to, investigate and record all incidents that impact on the health and safety of any individual and will take steps to prevent recurrence.

6. Safety records

- a. Records of the organisation's workplace hazards, risks and workplace injuries will be accurately maintained at all times within the Accident/Incident Register.

Procedures

Workplace, delivery site and home office inspections

- Staff members are to seek approval from the MiHaven Training Director and/or Training Operations Manager prior to undertaking any work from home duties. A WHS Facility Checklist or Risk/Hazard Form may be required to be completed and submitted to the Director prior to any approval being granted.
- Delivery sites will be inspected by the Trainer and Assessor prior to commencing delivery to ensure it is a suitable site for both the students and staff; a WHS Facility Checklist is to be submitted and a copy kept on file within the AVETMISS Database.
- Outcomes of the WHS Facility Checklist and Risk/Hazard Forms will be logged on the Risk/Hazard Register.

- Any hazards identified will be treated according to the below section on hazard control and risk identification.

Incident reporting- Workplace incidents

- If an incident occurs in the workplace where there is an injury, an Accident/Incident Report must be filled in.
- In case of injury or risk of injury, the first person in attendance to a workplace injury should immediately call for help, seeking assistance from the MiHaven Training Health and Safety Representative and an ambulance where needed.
- Injury Incident Reports will be used as the basis of an investigation into the incident, if required.
- All incidents should also be logged on the Accident/Incident Register.
- All incidents are to be assessed for hazards (Risk/Hazard Form) that may lead to the incident recurring.

Identify and report hazards

- All staff have a responsibility to report hazards in the workplace as they are identified. Students are also asked to report hazards that they notice.
- All hazards must be reported using the Risk/Hazard Form and recorded on the Register.

Risk assessment

- For all hazards identified, a risk assessment will be conducted to determine the likelihood of someone being exposed to the hazard and the impact of this exposure. The risk assessment is conducted to determine:
 - How severe a risk is?
 - Whether existing control measures are effective?
 - What action should be taken to control the risk?
 - How urgently does the action need to be taken?
- Review the information available about the hazard including any available information (including Risk/Hazard reports, WHS Legislation, Australian Standards and code of practice).
- In considering the risk, use the Risk Rating Matrix (see Risk/Hazard Form) to determine:
 - Likelihood, Consequences, Risk Level Rating – Critical, Major, Moderate, Minor, Insignificant

Control risks and hazards

- Hazards should be dealt with in order of priority. Use the Hierarchy of Controls chart (see table below) to determine hazard control options. This determines the most effective controls. Risk control measures should always aim as high in the hierarchy as practicable.
- Urgent action is required for risks assessed as Critical or High Risk. This may include:
 - Cessation of work, process or activity
 - Isolation of the hazard until a permanent solution is determined.
- All hazards must be controlled to ensure staff and students are not injured, do not become ill and there is no damage to property and equipment.
- Risks identified through this process must be recorded on the Risk/Hazard Register.
- Hazards and their controls must be recorded on the Risk/Hazard Form.

Hierarchy of Controls

1	Eliminate the hazards – remove it completely from the workplace
2	Substitute the hazard – with a safer alternative
3	Isolate the hazard – as much as possible away from staff/students
4	Use engineering controls – adapt tools or equipment to reduce the risk
5	Use administrative controls – change work practices and organisation
6	Use Personal Protective Equipment (PPE) – this should be the last option after you have considered all the other options for your workplace

