

Work Health and Safety Policy

1. Purpose

Smartskill is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs) 2025. As such, Smartskill is required to comply with relevant Federal, State and Territory laws, including that relating to Workplace Health and Safety.

The purpose of this policy is to ensure Smartskill complies with Work Health and Safety Act 2011, Work Health and Safety Regulation 2011 and other related regulatory requirements that are relevant to its operation and Scope of Registration.

2. Policy Statement

Smartskill is committed to providing a learning environment which is free from safety and health hazards and that all staff, students and visitors are fully informed of these safety and health requirements including Emergency Procedures that affect their duties or participation in vocational education and training.

Smartskill will:

- Provide staff, students and contractors a safe and healthy learning environment;
- Provide a safe and healthy workplace to allow all our employees to perform their tasks to their maximum potential, safely and efficiently; and
- Comply with relevant laws, regulations and standards.

3. Policy Principles

3.1 Underpinning Principles

- a) Smartskill uses a consultative and participative approach with employees, contractors, third parties and students regarding Workplace Health and Safety.
- b) Smartskill considers risk management a top priority in all activities on and off site, and Workplace Health and Safety is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.
- c) The Director of Smartskill conducts annual safety audits and identifies associated risks and relevant actions.
- d) Smartskill ensures employees, contractors, third parties and students adhere to appropriate WHS policies and procedures wherever they are working or delivering training.
- e) Recognition, evaluation and actions taken to address WHS matters are discussed in the regular meetings with employees, contractors, third parties and students (where applicable).
- f) Smartskill provides ergonomic equipment for use within the office environment.
- g) Safe and proper use of equipment is discussed at regular staff meetings.

- h) Safe plant and equipment are provided and maintained by Smartskill.
- i) Environmental protection is a Smartskill concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.

3.2 First Aid

- a) Smartskill ensures there is a first aid qualified and trained employee, contractor, third party or stakeholder available during training or office hours.
- b) Smartskill ensures first aid treatment is only administered by qualified and competent employees.

3.3 Management of Workplace Hazards / Risks

- a) Smartskill conducts regular safety inspections of the training environment (e.g. classroom), training area (e.g. simulated environment), workplace and main office environment.
- b) Trainers and Assessors must undertake a safety inspection of the training and assessment environment prior to commencing any training.
- c) Hazards may be identified at any time and are to be reported to the Director of Smartskill immediately.
- d) Hazard Management will include:
 - i. Hazard identification;
 - ii. Risk assessment;
 - iii. Risk control; and
 - iv. Monitor and evaluation.

3.4 Reporting Accidents and Incidents

- a) All accidents and incidents must be reported immediately to the Director of Smartskill.

3.5 Emergency Management Plan

- a) In the event of an accident or incident, emergency management plans must be followed. These may include:
 - i. Administration of first aid;
 - ii. Organising medical assistance (Paramedics, Doctors, Transport to Hospital/Medical facility);
 - iii. Bomb threats protocols;
 - iv. Evacuation protocols;
 - v. Hazard corrective actions.

4. Smartskill Responsibilities

4.1 Primary Duty of Care – Smartskill

- a) Smartskill will:
 - i. Provide and maintain: safe work areas and systems of work; adequate facilities and amenities
 - ii. Monitor the work environment to maintain safe working conditions

- iii. Provide adequate information and training to workers regarding workplace health and safety (including ways of reporting health and safety issues)
- iv. Keep information and records relating to the health and safety of their employees, contractors, third parties and students.
- v. Nominate a person (e.g. trainer and assessor) to be the employer's representative when health and safety issues arise in the workplace.

4.2 Primary Duty of Care – Employees and Students

- a) All employees and students have a primary duty of care to:
 - i. take reasonable care for their own health and safety
 - ii. take reasonable care for the health and safety of others
 - iii. follow direction and procedures from employers or trainer and assessors
 - iv. co-operate with an employer or trainer and assessor
 - v. adhere to Smartskill code of conduct
 - vi. comply with requirements imposed by the Work Health and Safety Act 2011;
 - vii. not wilfully or recklessly interfere with or misuse safety equipment that is provided; and
 - viii. not wilfully put at risk the health and safety of others.

5 Legislation

- a) Smartskill must abide by the Work Health and Safety Act 2011.
- b) The legislation provides a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by:
 - i. protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work; and
 - ii. providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety; and
 - iii. encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment; and
 - iv. promoting the provision of advice, information, education and training in relation to work health and safety; and
 - v. securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
 - vi. ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this Act; and
 - vii. providing a framework for continuous improvement and progressively higher standards of work health and safety; and
 - viii. maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in this jurisdiction.

6 Records Management

All documentation from Workplace Health and Safety processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

7 Monitoring and Improvement

All practices for Workplace Health and Safety are monitored by the Director of Smartskill and areas for improvement identified and acted upon. (See Continuous Improvement Policy)