

Skillinvest

Occupational Health and Safety Policy

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Review Frequency:	<u>Biennial</u>
Approval:	Any updates or amendments to this policy must be approved by the <u>Skillinvest Senior Leadership Team</u>



skillinvest

SKILLINVEST LIMITED
OCCUPATIONAL HEALTH AND SAFETY POLICY

Scope

Skillinvest will comply with the *Occupational Health and Safety Act 2004* and the *Occupational Health and Safety Regulations 2017* to provide, so far as is reasonably practicable, a work environment that is safe and without risk to health.

Application

This policy recognises the term employees as all workers at all levels, including full-time, part-time, and casual employees, as well as temporary staff, contractors and consultants employed or engaged by Skillinvest. The policy also applies to the Board of Directors, visitors, and other personnel present on Skillinvest work premises or using its facilities.

This policy also recognises that Skillinvest has a responsibility to, where reasonably practicable, implement strategies to ensure the safety of our apprentices and trainees as well as those who fall within our labour hire function.

Requirements

Skillinvest will put in place an Occupational Health and Safety Management System to ensure that it meets the requirements of the *Occupational Health and Safety (OHS) Act 2004*, the *Occupational Health and Safety Regulations 2017*, and the Workplace Injury Rehabilitation and Compensation (WIRC) Act of 2013.

Skillinvest will, so far as is reasonably practical:

- Provide and maintain a working environment that is safe and without risks to health
- Provide or maintain plant or systems of work that are safe and without risks to health
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage or transport of plant or substances
- Maintain each workplace in a condition that is safe and without risk to health
- Provide adequate facilities for the welfare of employees at any workplace under the management and control of the Skillinvest;
- Provide such information, instruction, training or supervision to employees as is necessary to enable those persons to perform their work in a way that is safe and without risks to health and/or safety
- Monitor the health of employees
- Monitor conditions at any workplace under management and control of Skillinvest
- Provide information to employees concerning health and safety at the workplace, including the names of persons to whom an employee may make an enquiry or complaint about health and safety
- Keep information and records relating to the health and safety of employees that is relevant to their employment and/or training, and
- Employ or engage persons who are suitably qualified in relation to occupational health and safety to provide advice to the employer concerning the health and safety of employees.

Skillinvest's Employees must:

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace
- Co-operate with Skillinvest with respect to any action taken to comply with a requirement imposed by or under the OHS Act 2004 or the OHS Regulations 2017 and

- While at work, an employee must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare. Skillinvest has also introduced an Occupational Health and Safety Committee as well as an Occupational Health and Safety Coordinator to continuously improve Skillinvest's Safety Management System.

Policy Breach

Any breach of this policy may result in disciplinary action, up to and including termination of employment. Breaches may also be seen to be an indictable offence.

Related Policies

This policy should be read in conjunction with the following policies:

- Reporting Guidelines Occupational Health and Safety in the Workplace
- Psychosocial Hazards policy
- Drug and Alcohol Policy
- Diversity and Inclusion Policy
- Duty of Care and Code of Conduct Policy
- Equal Employment Opportunity (Discrimination, Harassment, Bullying and Victimisation) Policy
- Grievance and Complaints Policy
- Privacy Policy
- Management Guidelines OH&S in the Workplace

Skillinvest Diversity and Inclusiveness Clause:

Skillinvest values and promotes diversity, fairness and inclusiveness in the workplace and is committed to ensuring workplace diversity and inclusiveness through establishing proactive strategies, policies, and procedures. Skillinvest aims to ensure that all employees, clients, business partners and stakeholders are treated with respect, dignity, and fairness to ensure Skillinvest promotes inclusiveness and positive working relationships.

Skillinvest is committed to recognising the value of diversity and inclusiveness in the workplace and ensures that work practices promote equal opportunity and are non-discriminatory.