

RTO POLICY

Work Health and Safety Policy

PURPOSE

The purpose of this policy is to ensure a safe, health and hazard free workplace for all employees, trainers/assessors, students, clients and visitors at all times.

POLICY

Master Plumber's Association of South Australia Inc enforces this policy by:

- Consulting Employees and Contractors in maintaining and implementing safety practices and systems
- Inducting new staff members and trainers on our processes and systems for Work Health and Safety
- Inducting Students undertaking training on WHS and Emergency procedures - at MPA, or any other premises
- Ensuring that the appropriate provision of instruction, training, information and supervision regarding work health and safety is provided to employees and students
- Work Health and Safety compliant learning tools and resources are available to students and employees
- Ensuring students/employees wear the appropriate / required PPE (Personal Protective Equipment) during all tasks in which they are required
- Ensuring that staff hold the relevant safety qualifications and/or certificates required
- Emergency and evacuation procedures are in place at all locations, including third party training venues
- Fire extinguishing equipment is available on all premises

RTO POLICY (Continued)

- First Aid Kits are available to Students and Employees at all times
- Adequate human and financial resources are available in order to meet the legislative obligations of the Work Health and Safety Act.
- Staff members and students are required to report any incidents for WHS (e.g hazards) to MPA (outlined in Student Handbook) and provide any feedback on WHS or Safety (feedback form)
- All employees are made aware of their rights and responsibilities in relation to Work Health & Safety

Revision Record

Date	Version	Revision
10/5/2011	1.0	Document created for OHS Policy
16/8/2012	2.0	Updated to reflect process changes and minor layout changes
27/9/2013	3.0	Changes from OHS to new WHS system.
29/4/2014	4.0	Minor layout changes made to incorporate name change and new template