

1. Objective

The objective of this policy is to define ATC Work Smart's commitment to providing a safe and healthy working and learning environment.

2. Scope

This policy applies to all employees, students, contractors and other personnel at locations under the management or control of ATC Work Smart.

3. Authority

This policy supports compliance with the Occupational Safety and Health Act 1984.

4. Policy

4.1. ATC Work Smart is committed to:

- (a) creating an accessible health and safety management system that eliminates or minimises risk of injury or illness to people associated with ATC Work Smart's operations;
- (b) engaging with all employees, students, visitors and host organisations in creating safe working and learning environments and safe systems of work;
- (c) developing and maintaining a culture that encourages all personnel to actively manage health and safety risks;
- (d) providing a continually improving health and safety management system by establishing, and monitoring progress towards measurable objectives and targets aimed at eliminating work-related illness and injury; and
- (e) establishing a health and safety management framework to meet legislative obligations to the highest possible standard.

4.2. ATC Work Smart is committed to complying with all relevant health and safety legislation and other requirements to which ATC Work Smart subscribes.

4.3. ATC Work Smart operates a health and safety management system that is consistent with the nature and scale of its operations.

4.4. ATC Work Smart provides appropriate health and safety training for all employees, and disseminates health and safety information and instruction to all personnel in the workplace.

4.5. ATC Work Smart engages and includes employees and host employers in a consultation process for decision making where there is an impact on workplace health and safety.

4.6. ATC Work Smart defines, documents and communicates health and safety responsibilities, authority to act, and reporting requirements for personnel at all levels in the workplace.

4.7. ATC Work Smart actively identifies and manages health and safety risks, through the systematic identification of hazards, evaluation of risks and implementation of effective risk controls.

4.8. ATC Work Smart promptly reports hazards, incidents and injuries, investigates where appropriate, and implements control measures to eliminate or minimise the risk of recurrence.

5. Procedural principles

5.1. The Compliance Manager, in consultation with the CEO is responsible for establishing and maintaining a documented health and safety management system.

5.2. The health and safety management system includes processes aimed at health and safety:

- (a) planning;
- (b) implementation;
- (c) measurement and evaluation; and
- (d) management and review.

5.3. Managers, field officers and host employees are responsible for ensuring that appropriate health and safety training opportunities are provided, and that all mandatory health and safety training is completed and up to date.

6. Roles and responsibilities

<ul style="list-style-type: none"> • Establish and maintain the Health & Safety Management System 	Compliance Manager CEO
<ul style="list-style-type: none"> • Health and safety consultation, cooperation and coordination 	ATC Work Smart Host Employer Organisations
<ul style="list-style-type: none"> • Ensuring legal requirements regarding health and safety are met. • Ensuring safe work practices • Participating in incident investigations • Leading by example and promoting health and safety at every opportunity. 	Managers Host Employers
<ul style="list-style-type: none"> • Ensure health and safety training is provided and completed. • Conducting inductions. 	Managers Host Employers Field Officers
<ul style="list-style-type: none"> • Take reasonable care for their own health and safety • Take reasonable care for the health and safety of others who may be affected by their acts or omissions. • Cooperate with any reasonable health and safety instructions from ATC Work Smart or a Host Employer. • Report any hazards, injuries or ill health 	Employees, students, visitors, contractors or other personnel.