



# Workplace Health, Safety and Wellbeing Policy

## 1.0 Policy Statement

Australian Paramedical College (APC) is committed to workplace health, safety and wellbeing and shall demonstrate a pro-active, collaborative and consultative approach to maintaining the highest standards of work health safety and wellbeing to reduce risks of incidents, accidents and illnesses and meet all obligations and legislative responsibilities.

Australian Paramedical College is committed to maintaining a safe and healthy working environment for all employees, contractors, volunteers, visitors, and members of the public.

Hazards or risks to health, safety and wellbeing will be addressed effectively to support elimination or minimisation of identified and potential risks, as far as is reasonably practicable, so as to prevent injury, illnesses (physical and psychological).

Australian Paramedical College considers safety and incident prevention to be vital to the ultimate success of the organisation's operations and is an integral part of the APC's executive and leadership responsibilities.

Australian Paramedical College is also committed to providing the necessary resources to meet our responsibilities and comply with all relevant Acts and Regulations. APC's leadership shares its responsibility with the workforce for the promotion and maintenance of work health and safety.

## 2.0 Purpose

This WHS&W Policy is to inform workers and other interested parties that their health, safety and wellbeing is an integral part of the Australian Paramedical operations.

All employees are to be actively involved in the review and continual improvement of WHS&W performance as this reinforces the company's objectives.

This policy applies to all executive, employees, students, contractors, visitors, and members of the public and covers all facilities, sites, business units and subsidiaries of the Australian Paramedical College.

Australian Paramedical College management, team leaders, and contractors have a duty of care for their personal welfare and the welfare of their fellow colleagues. To meet this commitment, each person must follow safe working practices at all times, and take all reasonable care to prevent personal injury, injury to others, or damage to plant and equipment.

Managers and supervisors are accountable for ensuring that employees and contractors understand their rights and responsibilities in relation to this policy.



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## 3.0 Responsibility and Accountability

The Chief Executive Officer of the Australian Paramedical College maintains ultimate responsibility as the person responsible for a business undertaking (PRBU) and shall delegate role requirements to the Quality Practice Coordinator (QPC), The Commercial Manager and the Health, Safety and Wellbeing Representatives (HSWR).

The QPC shall be responsible under the direction of the CEO for implementation and review of the Workplace Health, Safety and Wellbeing (WHS&W) policy, and delegation of WHS&W responsibilities.

Further individual responsibilities follow and are contained in various procedures and position descriptions. Every employee shall participate collectively in the establishment and maintenance of the WHS&W controls as well as assisting in WHS&W planning.

## 4.0 General Duties:

### 4.1 Chief Executive Officer (CEO)

The CEO will:

- Approve the Work Health, Safety and Wellbeing Policy.
- Assign custody to ensure procedure is maintained and updated.
- Delegate approval for the Work Health, Safety and Wellbeing Procedures.
- Delegate and review overall organisational Health, Safety and Wellbeing performance.
- Participate where required in the resolution of safety issues.
- Delegate and review serious injuries/incidents and monitor corrective actions.
- Delegate and review health, safety and wellbeing performance of middle management.
- Approve WHSW activities and actions
- In consultation with the Commercial Manager support injured or ill employees and return to work opportunities and processes for organisational compliance.
- In consultation with Quality Practice Coordinator ensure organisational compliance with WHS legislation.
- Chair scheduled WHS&W meetings.
- Approve WHS&W activities and actions.



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## 4.2 Quality Practice Coordinator (QPC)

The QPC will:

- Operate as the CEO delegate across the above.
- Operate as the point of contact for all Health, Safety and Wellbeing issues and information
- Collaborate and liaise with the Commercial Manager on employee WHS&W issues
- Implement the WHS&W Policy, procedures, and legislative requirements.
- Identify and initiate improvements for health, safety, and wellbeing.
- Oversee the investigation of all injuries/incidents to support minimisation or elimination of risks.
- Review in consultation serious injuries/incidents and monitor corrective actions.
- Review in consultation Health, Safety and Wellbeing performance of middle management.
- Initiate and liaise with the Commercial Manager to support employees return to work.
- Ensure all workers are inducted and receive regular training as required to perform their roles safely.
- Chair on behalf of the CEO scheduled WHS&W meetings.

## 4.3 Health, Safety and Wellbeing Representatives (HSWR)

The HSWR is the delegated site representative for WHS&W. They must exercise due diligence to support the person conducting the business or undertaking complies with that duty or obligation.

The HSWR will:

- Support implementation of the WHS&W policy, procedures, and legislative requirements.
- Monitor health, safety, and wellbeing performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate, where required, in the resolution of safety issues.
- Contribute to the investigation of all injuries/incidents within area of responsibility.
- Ensure liaison with workers, particularly on any workplace changes which have a health, safety, and wellbeing component.
- Initiate actions to improve health, safety, and wellbeing within area of responsibility.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- Participate in consultation to support workplace health, safety, and wellbeing.
- Support return to work processes for injured workers.
- Actively participate in scheduled WHS&W meetings.



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## 4.4 Team Coordinators

Coordinators will:

- Support implementation of the WHS&W policy, procedures, and legislative requirements.
- Liaise and consult with site WHS&W representatives
- Monitor health, safety and wellbeing performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate, where required, in addressing and resolving safety issues.
- Contribute to the identification and investigation of all injuries/incidents within area of responsibility.
- Ensure liaison with workers, particularly on any workplace changes which have an impact on any health, safety and wellbeing components.
- Initiate actions to improve health, safety, and wellbeing within area of responsibility.
- Actively monitor the workplace to determine presence of hazards and take appropriate action in consultation with the HSWR and QPC to rectify any hazards found.
- Participate in workplace health, safety, and wellbeing meetings.
- Support return to work processes for injured workers.

## 4.5 Duties of Workers and other persons at the workplace:

Workers will:

- 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, safety and wellbeing 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 this Act
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Other persons at the workplace will:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking or delegate to support the organisation to comply with legislation and relevant Acts.



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## 4.6 All employees and contractors have a responsibility to:

- Follow all safe work practices, procedures, instructions, and rules
- Work in a manner that ensures the physical and psychological health, safety and wellbeing of themselves and others
- Encourage other workers to work in a healthy and safe manner promoting WHS&W practices
- Participate in training
- Report or rectify any unsafe conditions that come to their attention

## 5.0 Reporting and Recording of Workplace Incidents and Injuries

Australian Paramedical College has developed, implemented, and communicated procedures and forms for internal and external reporting and recording of work-related incident, injury, or illness and/or return to work processes.

## 6.0 Continuous Improvement in Health, Safety and Wellbeing Management

Australian Paramedical College is committed to feedback, consultation and co-operation between management and workers, to any change or input to the health, safety and wellbeing policy that will affect the workplace

Australian Paramedical College WHS&W process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

Australian Paramedical College will apply a causal analysis approach to risk management to support elimination of risks and address underlying issues to effect safe work practice and places.

As time proceeds new information comes to light in terms of risk and therefore the WHS&W assessment needs to be repeated regularly. Repeating the assessment process with rigorous acceptability criteria also promotes continual improvement in managing WHS&W.

## 7.0 Health, Safety and Wellbeing Management and Professional Development

Australian Paramedical College management team, are responsible for the development, promotion and implementation of WHS&W policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management. They are also responsible for communicating and supporting and where relevant training workers in all aspects of WHS&W activities.

Various seminars, briefings, conferences, in-services, and training opportunities will be conducted, communicated and are to be attended as directed and/or available. Annual induction activities (mandatory for all employees) will occur in February and for new employees who receive mandatory induction training and guidance on the WHS&W system, policies and process on workplace engagement.



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## 8.0 APC Support for Return to Work of Injured Worker

Australian Paramedical College supports the early return to work (RTW) of injured workers, provided the return is endorsed by a medical physician and that the injured worker is capable of RTW.

A RTW plan is to be developed to support return to work and identify suitable progressive duties

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- Participate in training
- Report or rectify any unsafe conditions that come to their attention

This policy is an integral part of the Australian Paramedical College total quality management plan. Australian Paramedical College ideally aims to achieve and maintain zero physical and psychological injuries to workers, contractors, and members of the public within our workplace. This can only be achieved through a systematic process and through consultation and cooperation by all employees, students, and stakeholders.

## 9.0 Related Legislation and Documents

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Work Health and Safety Model Codes of Practice 2011

Work Health and Safety Policy

Return to Work Policy

## 10 Contacts

The following delegates may be contacted for confidential information in relation to Work Health Safety and Wellbeing and Return To Work concerns.

Quality Practice Coordinator – [compliance@industry pathways.com.au](mailto:compliance@industry pathways.com.au)

Commercial Manager – [dean@industry pathways.com.au](mailto:dean@industry pathways.com.au)

## 11 Release and Review

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