

# Work Health and Safety Policy

## 1. Purpose

Pal Education is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, Pal Education 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 Pal Education complies with WHS Act 2011, Civil Aviation Act 1988, Civil Aviation Safety Regulation 1998, Civil Aviation Regulation 1988 and regulatory requirements that are relevant to its operation and Scope of Registration.

## 2. Policy Statement

Pal Education is committed to providing a learning environment which is free from safety and health hazards and that all staff, clients 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.

Pal Education will:

- Provide staff, clients 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) Pal Education uses a consultative and participative approach with employees regarding Workplace Health and Safety.
- b) Pal Education considers **Risk Management** a top priority in all training activities on and off site and WHS 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 RTO Manager of Pal Education conduct bi-annual Safety Risk Audits and enter any identified Actions into the **Continuous Improvements Register**. This includes an Action Date and a Date Closed so that the Administrative Officer can follow up any issues with the CEO.
- d) Pal Education at all times plans for and monitors its employees and clients wherever they are working.
- e) Evaluation of WHS matters shall be discussed in the regular meetings.
- f) Pal Education provides ergonomic equipment to client and staff at all times.
- g) Safe use of equipment and aircrafts is discussed at regular staff meetings.
- h) Safe plant and equipment are provided and maintained by Pal Education.

- i) Environmental protection is a Pal Education concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.
- j) Pal Education follows the instructions of COVID-19 Health Advice from Department of Health of Australia and Department of Health, WA in Pandemic period.

### **3.2 First Aid**

- a) Pal Education ensures first aid is only administered by qualified First Aid competent employees or first aid officers

### **3.3 Management of Workplace Hazards / Risks**

- a) Pal Education conducts regular safety inspections in the workplace.
- b) Trainers/Assessors must undertake a safety inspection of training and assessment environment prior to commencement each day.
- c) Hazard may be identified at any time and are to be reported to RTO Manager Pal Education 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 RTO Manager Pal Education. All aviation relevant accident and incidents must be reported to the Head of Operation at Pal Education. Head of Operation needs to liaison with CASA for relevant issues.

### **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. Emergency Evacuation protocols;
  - v. Hazard Corrective actions.

## **4. Pal Education Responsibilities**

### **4.1 Primary Duty of Care – Pal Education**

- a) Pal Education 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
- v. Nominate a person at the appropriate level to be the employer's representative when health and safety issues arise.
- vi. Ensure that an appropriate person is nominated by the workers to be the employee representative when health and safety issues arise.

#### **4.2 Primary Duty of Care – Employees and Clients**

- a) All employees and clients have a primary duty of care to:
  - i. . take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace; and
  - ii. co-operate with CEO Pal Education or RTO manager or trainer/ aviation instructor with respect to any action taken by the employer or trainer to comply with any requirements imposed by or under this Act;
  - iii. not wilfully or recklessly interfere with or misuse safety equipment that is provided; and
  - iv. not wilfully put at risk the health and safety of others.

### **5 Legislation**

- a) Pal Education must abide by the Work Health and Safety Act 2011, Civil Aviation Act 1988, Civil Aviation Safety Regulation 1998 and Civil Aviation Regulation 1988.
- 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 RTO Manager of Pal Education and areas for improvement identified and the RTO Manager must get approval from the CEO before any changes are acted upon. (See Continuous Improvement Policy).

Note: CEO of Pal Education provides full authority to RTO Manager to deal with all matters relevant with compliance and RTO management.

Head of Aviation takes full responsibilities of aviation course compliance and administration. The