

Workplace Health and Safety Policy

Australian Institute of Training Solutions is committed to ensuring the safety and health of its staff, students and clients. Therefore, AITS is committed to adhering to the current Workplace Health and Safety legislation and having knowledge of current safety practices and standards.

AITS believes that Workplace health and safety is a shared responsibility and expects all staff, students and clients to act safely and in accordance with this policy at all times.

In order to maintain the health and safety of the workplace, AITS employs the following strategies:

- Ensure the environment is suitable for conducting training and assessment. It should be free from hazards or potential risks, have adequate lighting and ventilation, access to any required PPE
- Ensure that what is being assessed is safe, won't put anyone at risk of harm and is conducted in a safe manner
- Ensure trainers are not asking anything of candidates that is unsafe
- Model safe practices
- Ensure Safety equipment is supplied and required PPE is available
- Ensure awareness of emergency and evacuation procedures
- Report any accidents/incidents on the Incident Report Form
- Carry out workplace health and safety audits annually
- Ensure the hygiene and cleanliness of the work and training environments and promote good health practices.
- Ensure staff are trained in appropriate and safe work practise/procedures

Accidents/injuries

All accidents and/or injuries are required to be reported to the General Manager using the AITS incident Report Form. The General Manager will review the circumstances of the accident and/or injury, identify and assess any hazards and then take any necessary action to reduce the risk or remove the hazard.

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