AUSTRALIAN INSTITUTE OF TRAINING SOLUTIONS

Work Health and Safety Policy

Relevant Standards	Linked Documents
Outcome Standards 4.3(d)	• Staff Code of Conduct • Reportable Conduct Policy • Student Code of Conduct • Critical Incident Policy and Procedure

1. Purpose

AITS shall provide and maintain a safe and healthy work environment in all its workplaces in accordance with its legislative obligations.

The Work Health and Safety Act 2020 (the WHS Act), together with the Work Health and Safety (General) Regulations 2022 (the Regulations), is the principal legislation governing occupational safety and health in Western Australian workplaces.

The WHS Act recognises the degree of control exercised at individual work sites by those with management responsibility and assigns duties and responsibilities to these persons accordingly.

This policy addresses the safety and health of AITS staff by helping them to understand their roles and responsibilities as officers and workers, and identifies the responsibilities and duties of AITS as a Person Conducting a Business or Undertaking (PCBU).

2. Scope

This policy applies to all officers and workers, and extends to casuals, students, contractors, visitors and any other person at risk from work carried out at any AITS workplace.

3. Policy Governance

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)
- Workers Compensation and Injury Management Act 1981 (WA)

4. Key Terms

Refer to the AITS glossary for definitions of the following terms:

Hazard	Improvement Notice	Officer
PCBU	Provisional Improvement Notice	Risk
Health and Safety Committee	Health and Safety Representative	WHS
Worker	Workplace	

5. Principles

5.1 Commitment to Safety

AITS is committed to achieving the highest standards of safety and health by providing a safe working environment and eliminating conditions that could result in personal injury or ill health. It is committed to complying with the WHS Act and any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.

AITS' safety policies and procedures set out the arrangements and principles that are to be observed by all officers and workers to ensure compliance with the WHS Act, and provide appropriate mechanisms for continuing consultation and management of WHS matters.

AITS will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors and anyone else affected by its operations. Compliance with this policy and the joint efforts of all officers and workers will lead to accident-free performance and be of long-term benefit to everyone concerned.

As the PCBU, AITS has the primary duty of care to ensure the health and safety of its workers while they are at work, and to ensure that the health and safety of others is not put at risk from work carried out as part of the conduct of the business or undertaking.

The PCBU must ensure:

- the provision and maintenance of a working environment that is safe and without risks to health, including safe access to and exit from the workplace;
- the provision and maintenance of plant, structures and systems of work that are safe and do not pose health risks (for example, providing effective guards on machines and regulating the pace and frequency of work);
- the safe use, handling, storage and transport of plant, structures and substances (for example, toxic chemicals, dusts and fibres);
- the provision of adequate facilities for the welfare of workers at work;
- the provision of the information, instruction, training or supervision that workers need to work without risks to their own health and safety and that of others around them;
- that the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising from the conduct of the business or undertaking; and
- the maintenance of any accommodation owned by, or under the management and control of, the PCBU to ensure the health and safety of workers occupying the premises.

5.2 Senior Management

AITS' Governing Council, the Managing Director and the Executive members are deemed to be Officers and as such are responsible for ensuring AITS complies with any duty or obligation under the WHS Act 2020. This is achieved by exercising due diligence to ensure the PCBU complies with its health and safety duties. Officers must take reasonable steps to:

- acquire and keep up to date with knowledge of work health and safety matters;
- understand the nature and operations of the work and the associated hazards and risks;
- ensure the PCBU has, and uses, appropriate resources and processes to eliminate or minimise risks to work health and safety;

- ensure the PCBU has appropriate processes to receive and consider information about work-related incidents, hazards and risks, and to respond in a timely manner;
- ensure the PCBU has, and implements, processes for complying with its duties and obligations (for example, reporting notifiable incidents, consulting with workers, complying with notices, providing appropriate training and instruction, and ensuring HSRs receive their training entitlements); and
- verify the provision and use of the relevant resources and processes.

5.3 Portfolio Managers and Line Managers

Portfolio Managers and Line Managers have responsibility at the operational level for the safety and health of workers and students under their care.

The involvement and commitment of management is a key factor in the success of any safety program. Portfolio Managers and Line Managers are responsible and accountable for the health and safety of those they supervise and of all other workers in their area of operation. This involves implementing WHS policies and standards and ensuring safety is considered in all operational decisions.

The major responsibility of Portfolio Managers and Line Managers lies in implementing, maintaining and monitoring procedures and processes that achieve high safety standards. They also have particular responsibilities in relation to the identification, assessment and control of hazards.

As far as is practicable, Portfolio Managers and Line Managers are responsible for:

- identifying workplace safety and health hazards, assessing risks in the workplaces under their responsibility, and implementing effective preventative measures;
- using the Accident / Injury / Hazard Report Form to record investigations of reported hazards, accidents/incidents and injuries in the workplace, and identifying and implementing immediate and ongoing controls to manage risks to workers and students;
- notifying the worker who reported the accident, injury or hazard of the outcome of the investigation and the intended action;
- displaying the Statement of Intent and Commitment to Work Health and Safety in all workplaces;
- completing workplace safety and health management training provided or approved by AITS;
- consulting with workers and their health and safety representatives about safety and health matters;
- maintaining a record showing that regular workplace inspections are conducted;
- confirming that all workers have been provided with a safety induction and relevant training to enable them to work safely;
- keeping records of all workplace safety and health issues and incidents that may become the subject of a claim, complaint, grievance or resolution; and
- reporting to the Safety Team, as soon as possible, any accident or incident that results in a workers' compensation claim.

5.4 Employees, Students and Visitors

A person is a worker if they carry out work in any capacity for a PCBU, including work as an employee, contractor, student, visitor or volunteer.

At AITS, workers must take reasonable care for their own health and safety while at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply with any reasonable instruction given by their manager, and cooperate with any AITS policy or procedure relating to workplace health and safety. On a day-to-day basis this includes:

- taking reasonable care to work safely, to the extent of their control over working conditions and methods;

- making proper use of all appropriate safeguards, safety devices and personal protective equipment;
- following safe working practices and rules; and
- reporting all known hazards, accidents and incidents as soon as possible.

Under the WHS Act, a worker may cease or refuse to carry out work if they have a reasonable concern that the work may expose them to a serious risk to their health or safety. The WHS Act requires workers who cease work to notify the relevant manager as soon as practicable. While workers are required to remain available to carry out suitable alternative work, they are not required to remain at any place that poses a serious risk to their health or safety.

5.5 Contractors

Contractors engaged under a contract for service fall within the scope of the WHS Act. For the purposes of the WHS Act, they are considered workers of the person engaging them, and have the same obligations and protections as workers in relation to matters over which Campus Managers and Portfolio/Line Managers can exercise control.

Contractors are required to:

- comply with the requirements of the WHS Act;
- carry out safe work practices and be appropriately licensed to carry out their functions;
- report known hazards or other workplace safety and health matters relevant to the workplace; and
- comply with any reasonable instruction or direction given by AITS relating to work health and safety.

5.6 Health and Safety Representatives

Any worker can ask the PCBU for whom they are carrying out work to facilitate the election of one or more Health and Safety Representatives (HSRs) for the workplace. An HSR is elected by a work group to represent the interests of that work group in matters of work health and safety, will undertake approved training, and may:

- monitor risk control measures put in place at the workplace to protect their work group;
- consult with workers on a regular basis;
- participate in workplace inspections;
- participate in workplace accident and incident investigations;
- participate in discussions on matters that may affect the health and safety of workers, and provide advice to managers accordingly;
- accompany a WorkSafe inspector during an inspection of their work area; and
- issue a Provisional Improvement Notice (PIN) or direct workers in their work group to cease work in certain circumstances, but only if they have completed the appropriate training.

Time allocated for HSRs to complete training for, and to carry out, their designated functions should be negotiated between the representative and Portfolio Managers / Line Managers.

5.7 Health and Safety Committees

Health and Safety Committees are established under the WHS Act to facilitate cooperation between the PCBU and workers in developing and carrying out measures to ensure health and safety at work, including health and safety standards, rules and procedures for the workplace.

At AITS, Health and Safety Committees meet quarterly to:

- facilitate cooperation between the PCBU and workers in instigating, developing and carrying out measures designed to ensure workers' health and safety at work;

- assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace; and
- carry out any other functions prescribed by the Regulations or agreed between the PCBU and the committee.

5.8 Provisional Improvement Notices (PIN)

A PIN is similar to an Improvement Notice issued by WorkSafe WA inspectors, but is provisional. It can be issued where a trained Health and Safety Representative is of the opinion that a breach of the WHS Act or Regulations is occurring and has not been remedied.

Managers and Line Managers will:

- advise their Director when a PIN has been issued in their area of work; and
- arrange for a copy of the PIN to be sent to the Safety Team.

5.9 Resolution of Workplace Issues

The steps in the Resolution of Work Health and Safety Issues Procedure are the agreed procedure between AITS and relevant parties under the WHS Act. This procedure can be found on the intranet.

All officers and workers will follow the steps in the Resolution of Work Health and Safety Issues Procedure when resolving workplace safety issues.

5.10 Refusal to Work

Under section 84 of the WHS Act 2020, if a worker has a reasonable concern about a serious risk to their health or safety from immediate or imminent exposure to a hazard, they may cease or refuse to carry out work that would expose them or any other person to that hazard.

A worker who ceases work must notify the PCBU as soon as practicable.

Workers can be redirected to suitable alternative work at their workplace or at another site until they can resume normal duties.

6. Policy Review and Communication

All staff will be notified of new policies and policy changes, and the documents will be available on the AITS quality system.

7. Policy Approval

Approved and endorsed by	Chief Executive Officer
Date	20/10/2025