

## TS 2.5 Training Services Health and Safety Policy

POLICY GROUP

Training Services – RTO Management

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### Policy

Westvic Staffing Solutions is committed to ensuring that as far as is reasonably practicable the organisation provides and maintains a work place that is safe and without risk to health and that all employees, students and contractors understand their health and safety responsibilities.

Westvic Staffing Solutions will take all reasonable steps to ensure that a safe and hazard free environment exists and will provide appropriate mechanisms through which health and safety aspects of all workplaces can be monitored and reviewed.

Consistent with Westvic Staffing Solutions Work Health and Safety Policy ([refer WHS 2.1](#)) and the levels of responsibility contained therein:

- CEO – ultimate responsibility
- WH&S Manager – oversees all WHS matters
- General Manager – WHS as related to training programs and the continuous improvement of WHS performance
  
- Staff and students are responsible for:
  - Complying with the relevant Westvic Staffing Solutions Inc. health and safety policies and procedures;
  - Obeying any reasonable instruction aimed at protecting their health and safety in the workplace;
  - Using any equipment provided to protect their health and safety in the workplace;
  - Assisting in the identification and assessment of hazards and implementation of hazard control measures;
  - Reporting any incident or hazard in the workplace to their manager or in the case of students to their instructor;
  - Considering and providing feedback on any matters which may affect their health and safety;
  - Not being affected by alcohol or non-prescribed (illicit) drugs whilst at work or study.
  
- Contractors are responsible for:
  - Following all Westvic Staffing Solutions Inc. policies and procedures;
  - Complying with all relevant occupational health and safety legislation, standards and codes of practice;
  - Ensuring that they do not, through their acts or omissions, do anything that could put at risk their own health and safety or that of Westvic Staffing Solutions Inc. staff, students, other contractors or visitors.

For the detailed Westvic Staffing Solutions Work Health and Safety Policy please refer to the WHS policy and procedure manual.

#### RELATED POLICIES AND REFERENCES

[WHS 2.1 Westvic Staffing Solutions Work Health and Safety Policy](#)

[TS 2.6.1 Student Safety and Security](#)

[TS 2.6.2 Health and Safety Guidelines](#)