



<b>TYPE OF DOCUMENT:</b>	<b>POLICY</b>
<b>TITLE:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY</b>
<b>DOCUMENT NUMBER:</b>	<b>POL27</b>
<b>VERSION NUMBER</b>	<b>2.0</b>

### **POLICY STATEMENT**

**Perth Boat School is committed to providing a learning environment which is free from safety and health hazards.**

**Perth Boat School is committed to:**

- \* providing employees, student and contractors a safe and health learning environment.**
- \* Providing a safe and healthy work place to allow all our employees to perform their tasks to their maximum potential safely and efficiently**
- \* Complying with all relevant laws, regulations and standards**

## **OCCUPATIONAL HEALTH AND SAFETY**

### **1.0 INTRODUCTION**

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to comply with relevant State and Territory laws including the Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996). Perth Boat School is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes.

### **2.0 POLICY PRINCIPLES :**

**All management in all areas of the business shall:**

- Plan, implement and monitor a comprehensive OSH program to meet our duty of care and ensure continual improvement.
- Promote a culture of communication and involvement in OSH as a normal component of all aspects of our work
- Perth Boat School is bound by the OSH ACT 1984 & OSH Regulations 1996.
- OSH compliance is the responsibility of all parties.



## **DUTY OF CARE**

- The Employer has a duty so far as is practicable, to provide and maintain a working environment in which employees are not exposed to hazards or health risks.
- Employees/Participants/Lecturers and assessors shall take reasonable care to ensure their own safety and health in the workplace and to avoid adversely affecting the safety and health of any other person through any act or omission at work

## **3.0 SUPPORTING DOCUMENTATION**

Perth Boat School documentation which supports the implementation of this Policy includes:

- F27\_01 Near miss form
- F27\_02 First Aid Incident form
- Accident incidents file



#### 4.0 PROCEDURES :

<b>OCCUPATIONAL HEALTH AND SAFETY</b>
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<b>Step One – Training</b>
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- 1 All staff are required to participate in emergency training.

<b>Step Two – First Aid</b>
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- 1 **Reporting** - All accidents and incidents must be reported to Manager of Perth Boat School.
- 2 **Assistance** - In cases of minor injury first aid assistance will be provided and recorded.
- 3 **Investigation and Evaluation** - Investigate and evaluate incident to take corrective action.