

Workplace Health & Safety Policy



Policy Relevant to:	All staff, Educators & families
Last Reviewed:	August 2019
Next Review:	March 2023
NQF:	168

Goals:

- To commit to a workplace that is free from risks to health and safety as far as reasonably practicable.
- To engage and consult with staff and educators in matters relating to health and safety.
- To create a workplace environment in which staff and educators are encouraged and supported to raise health and safety issues.

This policy aims to ensure:

- Work activities are carried out safely;
- Measures in place to remove or mitigate risks to health and safety.
- The welfare of employees, educators, our children and their families, contractors, authorised visitors and anyone who may be effected by Adventure Patch's business or undertakings.
- Compliance with the *Workplace Health and Safety Act 2012*, *Workplace Health and Safety Regulations 2012* and applicable codes of practice and Australian Standards.

Responsibilities

Adventure Patch will ensure as far as reasonably practicable the health and safety of:

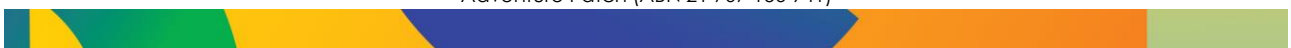
- All workers engaged, or caused to be engaged by us
- All workers whose activities in carrying out work are influenced or directed by us
- Other people, by ensuring they are not put at risk from work carried out as part of our business undertakings.

We are committed to, as far as reasonably practicable:

- Providing and maintaining a safe working environment free from risks to health and safety.
- Providing and maintaining safe equipment, structures and safe systems of work.
- Ensuring the safe use, handling and storage of equipment, structures and substances.
- Providing adequate facilities for the welfare of employees carrying out work.
- Providing information, instruction, training and supervision that is necessary to protect all employees and others from risks to their health and safety arising from work activities.
- Ensuring that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of employees and others arising from our business.
- Consulting and co-operating with employees in all matters relating to health and safety.
- Continually improving our performance through effective safety management.

Employees have an obligation to:

- Comply with safe work practices with intent of avoiding injury to themselves and others and damage to plant and equipment.
- Take reasonable care of their own health and safety and the health and safety of others.



- Comply, so far as they are reasonably able to, with direction given by management.
- Report all accidents, incidents or near misses immediately, no matter how trivial.
- Engage in consultation with management to identify, assess and control hazards and effectiveness of such controls.
- Report all known or observed hazards to their supervisor or manager.

Adventure Patch will seek the co-operation of all employees, educators, children's families, customers and visitors who may be affected by our business or undertakings.

We encourage and support suggestions in realising our health and safety objectives to create a safe working environment with zero accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

