

Workplace Health and Safety Policy (WHS)



<i>This policy relates to the following corporate documents:</i>	GTNT Group Strategic Plan
<i>This policy relates to the following legislation:</i>	Work Health and Safety Act Work Health and Safety (National Uniform Legislation) Act 2011
<i>This policy relates to the following guidelines:</i>	AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems AS 3745-2010 Planning for Emergencies in Facilities Australian Apprenticeships Support Network Contract 2022-2024 National Standards for Group Training Organisations 2017 Code of Practice: How to Manage Work Health and Safety Risks Code of Practice: Managing Psychosocial Hazards at Work Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination Code of Practice: Hazardous Manual Tasks

Purpose and Scope

GTNT Group recognises its ethical and legal responsibility, to comply with Work Health and Safety (WHS) legislation and to provide as far as reasonably practicable a work environment that is safe and without risk of physical and psychological injury or ill health. This is achieved through conformance with the current national Act and Regulations for Workplace Health and Safety, in line with the Group Training Standards 2017 and with guidance from the Occupational Health and Safety Management Systems standard (ISO 45001:2018).

GTNT Groups Safety Management System includes WHS policies, safety procedures and processes which are outlined in this policy and detailed in separate procedures referenced in this document.

Definitions

Health - The term 'health' refers to both physical and psychological health.

Hazard – A situation or thing that has the potential to harm a person.

Hierarchy of Control – A framework used to manage risks, ranking control measures from the highest level of effectiveness to the least effective.

Plant – Refers to any equipment, machinery, appliance, container, implement or tool and any components or anything fitted or connected to those things.

Psychosocial Hazard – Anything that could cause psychological harm or harm someone's mental health.

Reasonably Practicable – What is or was reasonably able to be done at a particular time to ensure health and safety measures are in place, taking into account relevant matters.

Risk – The possibility that harm such as death, injury or illness might occur when a person is exposed to a hazard.

Safety Management System – A framework for managing the health and safety which includes objectives, policies, procedures and practices.

Workplace – Any place where work is carried out for a business i.e. office, construction sites, vehicle.

Objectives

The company is committed to the following (in accordance with legislative obligations):

- ensuring a safe and healthy working environment for employees (including apprentices/trainees), contractors and visitors at all work sites and prospective host workplaces, within the Northern Territory
- regular WHS consultation, co-operation, co-ordination, communication and training with all relevant stakeholders to ensure that WHS management both within GTNT Group offices and at host workplaces is of a high standard
- maintaining and continually improving WHS procedures and performance
- promoting a culture that supports WHS throughout the organisation
- ensuring that all procedures implemented, with WHS in mind, uphold the objectives within this policy.

Responsibilities

Everyone within the workplace plays a crucial role in ensuring a safe and healthy environment by ensuring they comply with their duties and obligations.

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GTNT Group communicates WHS responsibilities employees have at different levels within company through this policy, and Functional Statements. Employees at each level are responsible for the aspects of WHS for which they have control, as follows:

Company

GTNT Group has an obligation to ensure the health and safety of employees in the workplace and other persons who can be affected by its activities (i.e. visitors) by:

- providing and maintaining a safe work environment
- providing and maintaining safe plant and structures
- providing and maintaining safe systems of work including procedures and processes to minimise hazards and risks
- ensuring safe use, handling and storage of plant, structures and substances
- providing accessible and adequate facilities (i.e. toilets, drinking water)
- providing first aid equipment and facilities
- complying with the provision and use of personal protective equipment requirements
- providing adequate training, information, instruction and supervision
- managing risks to employee's psychological health so far as reasonably practical
- managing risks associated with remote or isolated work (including working from home)
- monitoring the health of employees and conditions in the workplace for the purpose of preventing illness or injury, including the notification of workplace incidents
- consulting with employees regarding health and safety matters that affect them.

Management

Managers hold positions of responsibility in the company and, as such, are required to ensure that all reasonable steps have been taken to uphold all objectives of this policy by:

- demonstrating appropriate behaviour as well as promoting and enforcing WHS requirements
- implementing agreed strategies to promote each WHS objective
- ensuring all employees are aware of WHS policies and procedures
- ensuring that work is carried out in a safe manner
- identifying, assessing, controlling and monitoring hazards within their area of responsibility
- ensuring all plant, equipment and structures are properly maintained.

Human Resources

Human Resources is responsible for the overall management and maintenance of the safety management system within the GTNT Group including:

- ensuring WHS policies and procedures are implemented and reviewed to remain compliant with legislative and regulatory obligations
- continuously improving WHS systems and processes to mitigate company risk
- promoting, training and increasing awareness of WHS to all employees
- managing apprentice workers compensation claims
- ensuring WHS standards are maintained and enforced with all employees and management
- reporting and escalating all WHS matters.

Employees

All employees have essential responsibilities under WHS legislation to ensure a safe work environment including:

- taking reasonable care for their own psychological and physical health and safety
- not adversely affect the physical or psychological health and safety of other persons
- be fit for work and not under the influence of drugs, alcohol or affected by fatigue
- following reasonable health and safety instructions
- co-operating with any reasonable policy and procedure in relation to WHS

- using safety equipment and personal protective equipment (PPE) effectively and when required
- not willfully interfering with or misusing plant and/or equipment
- undertaking training necessary to enable them to perform their duties safely and meet WHS responsibilities
- reporting any workplace accidents, incidents, near misses, hazards in accordance with work health safety policies and procedures
- reporting any breaches of the objectives set within this policy
- actively embodying all aspects required within these objectives.

New Employee Induction

Upon a new employee commencing with GTNT Group, they will attend an induction session and will be provided with the following:

- information regarding where WHS documentation can be located including Incident and Hazard report procedures and forms
- given a tour and of the workplace, including entry and exit points, staff amenities and first aid facilities
- shown the emergency evacuation point/s and be briefed on the emergency evacuation procedures
- provided with safety equipment, such as personal protective equipment (PPE) and shown how to use and wear it properly (if required)
- shown how to work safely and trained in how to use the equipment they will be working with (if required)
- introduced to their immediate supervisor, health and safety representative (if applicable) and the people they will be working with.

The new employee may also be instructed to complete a WHS Induction via the Talent Management System to increase their understanding of WHS legislation and their role and responsibilities in creating and maintaining a safe and healthy workplace.

Hazard Management

GTNT Group has in place a Hazard Procedure (SHD-ST005) which provides a step-by-step hazard management process (for physical and psychosocial hazards) to identify hazards, assess risks, control risks and review control measures, with the aim of maintaining safe conditions for everyone. The Hierarchy of Controls is used to eliminate or minimise risks as far as reasonably practicable.

All GTNT Group employees have a responsibility to report hazards as soon as practicable by completing and submitting a Hazard Report Form (WHS-ST005-01)..

Psychosocial Safety

GTNT Group appreciate that psychosocial hazards in the workplace can cause psychological and/or physical harm, therefore they approach their obligation to provide a work environment that is safe from psychosocial hazards in the same rigour as they address hazards and risks to physical health and safety.

Psychosocial hazards are hazards that arise from or in relation to:

- the design or management of work
- the working environment
- plant at a workplace, or
- workplace interactions or behaviours; and

may cause psychological and physical harm.

Psychosocial hazards can create stress which itself is not an injury however, if an employee is stressed often, over a long time, or the level of stress is high, it may cause psychological and/or physical harm.

Emergency Management

The Business Continuity Plan (RI005) contains the company's incident or emergency response plan in which potential emergency incidents have been identified and the risk controls in place to reduce the risk and minimise the impact. The plan also provides an incident response checklist and outlines evacuation plans, roles and responsibilities of the response team should an emergency occur.

The Building Evacuation Procedure (WHS-CP004) outlines the process for the safe evacuation of employees and visitors should an emergency occur at a GTNT Group site. Emergency evacuation diagrams are displayed at each site with directions to the nearest emergency exits, emergency contact details, first aid and fire equipment locations, and the location of the assembly points.

Employees are appointed (voluntarily) as Fire Wardens and First Aid Officers at each GTNT Group site and provided with the relevant training. These people are listed in the Business Continuity Plan and communicated to employees.

Periodic site emergency evacuation tests/drills are carried out with the response performance evaluated for improvements.

Incident Management

The Staff Incident Management Procedure (WHS-ST003) outlines the actions to be taken should an incident or near miss occur at a GTNT Group site, to ensure the safe and effective handling of any event. This includes the initial response, reporting (including notifiable incidents) and follow up. The First Aid Procedure (WHS-ST003-03) provides steps to take when a person is injured or becomes ill in the workplace.

Related Policies and Procedures

GTNT Group has developed policies and procedures to ensure their obligations and commitment to workplace health and safety are met including:

Smoke Free Workplace

GTNT Group promotes a smoke free workplace, as reflected in the Smoke Free Workplace procedure (WHS-CP001). GTNT Group is committed to protecting the health of company employees, contractors and visitors by eliminating exposure to environmental tobacco smoke and vaping in and around all company premises and facilities, including motor vehicles.

Drugs and Alcohol

GTNT Group is a drug and alcohol-free workplace. The Drug and Alcohol Procedure (WHS-CP002) sets out the conditions and process for random drug and alcohol screening for all apprentices, trainees and staff at GTNT Group.

Fitness for Work

GTNT Group's Fitness for Work Procedure (WHS-ST002 (staff) WHS-AP002 (apprentices)) communicates the importance of making sure that all staff and apprentices/trainees are committing to entering their workplace in a manner that should not cause risk or harm to themselves or others. GTNT Group strongly encourages the principles behind good health and an all-round general fitness for the workplace.

Bomb Threat

The Bomb Threat Procedure (WHS-CP006) outlines the instructions to be followed when a GTNT Group employee receives a bomb threat to a GTNT Group site, to ensure the safety of all employees and visitors.

Cyclone

In the event of a cyclone, the Cyclone Procedure (WHS-CP005) provides direction regarding preparations and measures to be put in place to ensure the safety of GTNT Group employees and to minimise the risk of destruction of GTNT Group sites.

Dealing with Aggressive Customers

GTNT Group wishes to ensure employees' safety should they experience an aggressive customer. The Dealing with Aggressive Customers procedure (WHS-CP007) provides guidelines for what to do in situations when a customer becomes aggressive, whether off site such as visiting a host business or, at a GTNT Group site.

Staff Travel

GTNT Group employees who travel as part of their role are required to follow the Staff Travel Procedure (WSH-ST001) to ensure their safety when travelling to remote locations. Through the completion of a Travel Assessment, a risk assessment is completed regarding the planned travel, to determine the overall risk rating and if the travel should go ahead.

Manual Handling

Most jobs involve some type of manual task using the body to move or hold objects which can result in musculoskeletal disorders, one of the most common workplace injuries. GTNT Groups Manual Handling Procedure (WHS-CP011) provides strategies and guidelines for safe manual handling to reduce the risks involved.

Workstations

GTNT Group recognises workplace injuries can be a result of poor ergonomics and wishes to ensure all workstations are designed to promote safety, comfort, efficiency and reduce the risk of injury such as repetitive strain and awkward postures. The Workstation Assessment Form (WHS-ST004-02) is completed by all GTNT Group office employees, to identify any potential hazards associated with their workstations, allowing the risk to be assessed and control measures implemented.

Working From Home

GTNT Groups' responsibility to provide a safe work environment extends to an employee's home where a working from home arrangement is in place. As part of the Working from Home Policy (WHS-CO010), a Working from Home Request Form is completed to ensure the workspace at home meets WHS requirements.

Consultation

GTNT Group will consult with employees as far as reasonably practicable regarding health and safety matters that are likely to affect them. This includes consulting with employees when:

- identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out
- making decisions about ways to eliminate or minimise those risks
- making decisions about the adequacy of facilities for the welfare of employees, and
- proposing changes that may affect the health or safety of employees
- making decisions about procedures for consulting with workers; resolving health or safety issues at the workplace; monitoring health of your workers; monitoring the conditions at the workplace under your management or control and providing information and training for your workers.

Continuous Improvement

GTNT Group is committed to continual review and improvement to its Safety Management System including WHS policies and procedures. The WHS Improvement Form (WHS-CP008-01) allows all employees to contribute by suggesting improvements.

Compliance

This policy is to be administered by all members of management and adhered to by all employees. A failure to comply with this policy and the WHS Act may be considered misconduct and may result in disciplinary action being taken.

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Monitoring and Review

This policy will be monitored by Human Resources to determine its effectiveness, relevance and currency in line with relevant legislation and codes of practice.

<i>This policy relates to the following procedures:</i> All procedures containing a code preceded with (WHS)
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