

WORK HEALTH AND SAFETY POLICY AND PROCEDURE

1. WORK HEALTH AND SAFETY POLICY

DNA Kingston Training recognizes its moral and legal responsibilities, in particular the Work Health and Safety legislation and health and Safety in Employment legislation, to provide a safe and healthy work environment for employees, contractors, customers, students and visitors. This commitment extends to ensuring the organization's operations do not place the local community at risk or injury or illness. DNA Kingston Training sees the proper management of Work Health and Safety and Welfare as a ranking equally with all other operational considerations.

2. OBJECTIVES

The policy aims to:

- Provide safe places and systems of work;
- Provide written procedures and instructions to ensure safe systems of work are implemented;
- Ensure compliance with legislative requirements and current "state of knowledge" standards and /or codes of practice;
- Provide employees, contractors and customers with regular information and instruction, training and supervision to ensure their safety;
- Provide support mechanisms which will assist employees with maintaining or improving their psychological and physical health;
- Provide a framework for continuous improvement in performance;
- Ensure a hazard management approach is taken to Work Health and Safety;
- Ensure that WHS, rehabilitation and claims performance meet or exceed company performance standards and industry benchmarks; and
- Recognize all other organizational policies and procedures when relevant.

3. RESPONSIBILITIES

DNA Kingston Training recognizes that management have the overall responsibility to provide a safe workplace. Each management representative will be held accountable for implement this policy in their area of responsibility, via their annual performance review.

Team leaders (Officers) in WHS with elected teams are located in all training colleges with a central qualified WHS supervisor managing the whole of the Organization from head office (Belmont).

These responsibilities broadly encompass:

- Facilitating a culture that enables continuous improvement in WHS performance;
- Providing and maintaining the workplace in a safe condition;

- Ensuring all WHS policies and procedures are implemented;
- Actively promoting and being involved in those policies and procedures;
- Providing the resources to meet their WHS commitment , including the provision of internal and external resources when required.


Employees will ensure that they:

- Follow all WHS policies and procedures;
- Report all hazards to their supervisor;
- Ensure their own safety, the safety of fellow employees and all persons on the worksite.
- WHS Officers and Fire wardens include: Marj Orringe, Sal Finlay and Michael Riddeough – who conduct reviews, fire drills and training of other Staff members. The also work closely with Fremantle Fire and Emergency services.

4. CONSULTATION

The organization has total commitment to encourage consultation and cooperation between management, employees and students. It will formally involve elected employees in any workplace change that will affect employees' health and safety. The organization is committed to providing communication of relevant information to all employees.

This policy is a commitment to ensure to all that DNA Kingston Training is aware and committed to Work Health and Safety. We expect cooperation and compliance from all in our organization to comply with this policy to ensure continuous improvement in WHS performance and a safer working environment for all employees and our students.

<p>Kingston Training and Employment Pty Ltd</p>  <p>Provider No: 6811 CRICOS Provider No: 02899B</p>	
Policy Title	Work Health and Safety Policy and Procedure
Policy Renewal	Every 2 years
Responsibility	Compliance Manager

Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 01	April 2018	Fire drills
Version 02	June 2019	Staff changes
Version 03	June 2021	New location to review
Version 04	June 2022	New staff with responsibilities identified