

# Occupational Health, Safety and Welfare:

## **Policy:**

QHI recognises the essential requirements to provide occupational health, safety and welfare for all employees and contractors throughout the organisation's operations. QHI also recognises its obligations under the Workplace Health and Safety Act 1995 and the corresponding Health and Safety Regulations and Codes of Practice.

It is policy to promote and maintain health, safety and well-being of all employees and contractors by:

1. designing an occupational environment which minimises the possibility of accidents and work related ill effects;
2. placing and maintaining employees and contractors in an occupational environment designed to satisfy their needs for health, safety and well-being at work.
3. occupational health promotion, and training for employees and contractors;
4. programs for the rehabilitation of ill or injured staff will be created as required.

It is also our policy to provide an environment which protects the health and safety of our course participants undertaking classroom based training /clients.

This policy is implemented by the following methods:

- preventative strategies, including learning environment and task design, identification of hazards in the learning environment and taking of appropriate remedial action.
- medical, health and first-aid services for the treatment of injury or illness obtained as a result of participating in learning/assessment activities with QHI when undertaking classroom based training.

## **Aims of policy:**

This policy is achieved by the development of an occupational health and safety program which includes the following:

- all employees and contractors are responsible and accountable for minimising the potential for occupational injury to and illness of themselves and their colleagues;
- all employees and contractors are to be competent in the techniques of accident prevention so that health and safety hazards in the workplace can be identified and controlled;
- the training, of all employees and contractors will allow all staff to carry out their duties safely;
- all employees and contractors are responsible for minimising the potential for occupational injury and illness within their workplace and are expected to perform duties according to safe work procedures;
- all employees and contractors are expected to report all hazards and accidents to the Chief Executive Officer;

- maintenance of equipment and work practices will be established which are safe and minimise risk to health;
- QHI will maintain a system for the reporting and recording of occupational incidents, accidents, injuries and illnesses; and
- all occupational incidents, accidents, injuries, illnesses and deaths are investigated and appropriate remedial action taken to prevent similar occurrences.

### **Individual Accountability:**

It is QHI's policy to ensure that every employee and contractor works under safe conditions.

QHI has the responsibility for maintaining a safe, healthy working environment and every effort will be made to provide working conditions conducive to the well-being of employees, contractors and course participants. The Chief Executive Officer is responsible for the safety, health and welfare of all employees, contractors and course participants undertaking classroom based training and will ensure that policies and procedures are clearly understood and adhered to.

As we are a small organisation QHI encourages all employees and contractors to accept individual responsibility for the following functions:

- encourage safe work practices; and
- to bring to the notice of the Chief Executive Officer any safety or health hazard of which the employee/contractor is aware.

### **Education and Training:**

OH&S policy and procedures should be discussed on induction to QHI employees, contractors and course participants undertaking classroom based training and ongoingly at QHI's administration meetings, the following points are to be considered.

- initiate, develop and implement occupational safety and health measures;
- be informed about safety standards in comparable industry/workplaces;
- review and make recommendations on rules and procedures for safety and health issues at the workplace;
- recommend setting up a system and procedures to enable monitoring of the safety and health of persons at that workplace;
- oversee procedures related to safety and health in the workplace;
- have available to persons in the workplace, information relating to hazards or any other details;
- make recommendations on training, education and promotion of safety and health; and
- consider and make recommendations on changes to be made following an accident or incident at that workplace.