

Workplace Health and Safety

Blueprint Career Development

1 Policy

In accordance with the Work Health and Safety Act 2011, Blueprint Career Development will protect the health, safety and well-being of students and staff as well as other stakeholders who may be affected by the business activities of Blueprint Career Development.

2 Purpose

1. To ensure the provision and maintenance of a training environment that is safe and free from avoidable risks and hazards.
2. To deliver training and undertake assessments to the highest standards of health and safety.
3. To ensure the provision and maintenance of training equipment that is safe and operational.
4. To ensure the provision of adequate information on actual or potential hazards to all staff, students and stakeholders.
5. To ensure the compliance and communication of all statutory requirements, codes, guidelines and standards for Work Health and Safety.
6. To deliver training that encompasses aspects of Work Health and Safety legislative requirements.

3 Scope

This policy applies to all Blueprint Career Development students, staff, contractors, partners, associates, consultants and co-providers.

4 Procedures

Blueprint Career Development will ensure that staff and students are aware of, understand and comply with all Work Health and Safety legislation in each state in which it operates.

PROVISION OF INFORMATION

WH&S information is provided to Blueprint Career Development staff and training contractors as part of the Induction Program. Staff members are required to verify their understanding of the information presented by signing the relevant section of the Induction Checklist located in the Staff Handbook. Relevant updates are forwarded to all staff electronically.

Students are provided with a Student Handbook, which contains information about Work Health and Safety. WH&S responsibilities are explained by the trainer during the student induction and signed off by the student.

REPORTING OF WORK HEALTH & SAFETY ISSUES

Any individual who has concerns relating to WH&S are required to communicate these to the Company Director or Training Manager. Preferably this should be done via email and include relevant details of the concern or “near miss”. The Company Director will then take immediate action to rectify the problem and notify the relevant authorities if required.

The effectiveness of Work Health and Safety communication and implementation will be assured through the annual internal Quality Review.

The legislation that Blueprint Career Development will comply with is as follows (as applicable in each state of operation):

New South Wales

- Work Health and Safety Act 2011

Victoria

- Occupational Health and Safety Act 2004

Queensland

- Work Health and Safety Act 2011

South Australia

- Work Health and Safety Act 2012

Western Australia

- Occupational Health, Safety and Welfare Act 1984

Tasmania

- Work Health and Safety Act 2012