Workplace Health and Safety (WHS) Policy
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Workplace Health and Safety (WHS) Policy

Overview and Purpose

It is the policy of Leadership Success to provide a safe and healthy work and training environment for its employees, contractors and students and to recognise the importance of keeping the health and safety standards in our workplaces and training venues under constant review. Leadership Success believes that all workplace injuries are preventable. The responsibility for safety begins with the CEO and is shared throughout the organisation with all representatives of LS, employees and any visitors to our workplaces. The purpose of the WHS policy is to identify work health safety responsibilities at each function and level in line with WHS legislative requirements, as well as outline the commitment of Leadership Success to:

✓ provide and maintain a work environment that is safe and without risks to health and safety, including the entering and exiting of the workplace;

✓ provide safe appliances, structures and systems;

✓ identify hazards and manage risks and continually review risk control measures;

✓ provide safe systems of work;

✓ provide adequate facilities for the welfare of our workers at workplaces under our management and control;

✓ provide our workers with information, instruction, training or supervision needed for them to work safely and without risks to their health;

✓ monitor the health and safety of our workers and the conditions of your workplace to prevent injury or illness; and

✓ maintain any accommodation owned or under our management or control to ensure the health and safety of our workers occupying the premises.

Legislation

1. Workplace Health and Safety Act 2011
2. Workplace Health and Safety Regulation 2011
WHS Responsibilities

Leadership Success

Leadership Success has a primary duty of care to ensure the health and safety of Leadership Success employees, visitors and customers in the workplace, so far as reasonably practicable.

Leadership Success Officers

Leadership Success Officers must exercise due diligence to ensure that Leadership Success complies with its duties under work health and safety legislation. In demonstrating due diligence, officers must show that they have taken reasonable steps to:

- have an up to date knowledge of work health and safety matters;
- understand business operations;
- understand hazards and risks;
- ensure that Leadership Success uses appropriate resources and processes to eliminate or minimise risks to health and safety;
- ensure the Leadership Success has processes for receiving, considering and responding to information on hazards and risks in a timely way;
- ensure that Leadership Success implements processes for complying with any duty they have, and;
- verify that all of this is being done.

An officer is a person who makes decisions or participates in making decisions that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. In the context of Leadership Success, this includes the CEO/Director of Training and Assessment and the Non-Executive Director.

Leadership Success Workers and Others

Leadership Success workers (including employees, contractors, sub-contractors and volunteers) must, while at work, take reasonable care for their own safety and ensure that they do not adversely affect the health and safety of others. A worker must comply with any reasonable instruction and co-operate with the Leadership Success WHS Policy and WHS procedures.

Leadership Success clients, customers and visitors must also take reasonable care for their own safety and ensure that they do not adversely affect the health and safety of others. A
worker must comply with any reasonable instruction and co-operate with the Leadership Success’s WHS Policy and WHS procedures.

**WHS Inductions**

All Leadership Success workers (including employees, contractors, sub-contractors and volunteers) must undertake a WHS Induction. Induction will include the following information:

3. WHS Induction Checklist
4. WHS Policy and Procedures
5. WHS Assessment Form

**Ongoing Review**

This policy will be reviewed on an annual basis to ensure that it is consistent with legislative and organisational changes. Leadership Success seeks co-operation from all LS representatives and students in realising its WHS objectives and creating a safe work and training environment.