



OSH POLICY

HTA Policy PL.012 Occupational Health and Safety Policy

1. APPLICABLE STANDARDS

National Standards for Group Training Organisations (GTO's) 2017
Standard 1.3, 2.6

2. PURPOSE

HTA is committed to ensuring compliance with OSH legislation and that we meet our obligation to provide and maintain a safe work environment for employees.

As the majority of HTA employees are trainees, working outside of HTA controlled workplaces, HTA will implement systems to ensure, as far as reasonably practicable, that Host Employers (in control of workplaces) meet their obligations to provide and maintain a safe workplace for trainees.

3. DEFINITIONS

Standards	National Standards for Group Training Organisations (GTOs) 2017
Trainee	means a person employed by HTA under an approved Training Contract that leads to a nationally recognised qualification.
HTA	Health Training Australia Inc.

4. RESPONSIBILITIES

4.1. Host Employer and HTA

4.1.1. Under the Occupational Safety and Health Act WA 1984, both HTA (the legal employer) and the Host Employer have a responsibility to provide and maintain as far as reasonably practicable, a safe working environment for trainees. This includes:

- providing and maintaining workplaces, plant and systems of work so that trainees are not exposed to hazards;
- providing information about any hazards and risks from the work to trainees;
- providing information, instruction, training and supervision to all trainees so they are able to work safely;
- consulting and co-operating with trainees (and representatives) about safety and health;
- where it is not practicable to avoid the presence of hazards, providing adequate personal protective clothing and equipment to trainees; and
- ensuring safety and health in relation to plant and hazardous substances so trainees are not exposed to hazards.

4.1.2. HTA also requires that Host Employers:



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- Permit HTA access to the workplace to conduct an OSH Assessment prior to taking trainees on-board. This will occur prior to hosting trainees for their first time, and then on a regular schedule;
- Provide trainees with a site/organisation specific OSH induction on their commencement of placement;
- Provide the trainees with on-the-job training and instruction (including OSH) as applicable to the trainee's work tasks, throughout their traineeship;
- Record and notify HTA of any incidents, accidents or near misses involving a trainee.

4.2. Trainees

4.2.1. Under the Occupational Safety and Health Act WA 1984, Trainees have a duty of care responsibility for safety and health at the workplace which includes:

- working safely to ensure their own safety and health;
- making sure their actions do not cause injury or harm to others;
- following HTA and Host Employer instructions, policies and procedures on safety and health – and asking for assistance if they do not understand the information;
- using (and taking care of) any protective clothing and equipment (PPE) in the way they have been instructed;
- reporting any workplace hazards to their Host Employer, and notifying HTA if the matter is not resolved and continues to present a risk;
- Reporting any incidents, accidents or near misses (including injuries or illnesses) to their Host Employer and HTA; and
- Co-operating with HTA and their Host Employer in relation to safety and health at the workplace.

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5.1. Informing Host Employers of their OSH Obligations

5.1.1. Prior to placing trainees with a new Host Employer, HTA will provide the Host Employer with information about their OSH obligations with respect to trainees.

5.1.2. HTA will provide this information to Host Employers by:

- Providing them a Host Employer Handbook which includes an explanation of their OSH Obligations;
- Conducting an induction for the Host Employer including an explanation of their OSH Obligations;
- Completing an OSH Assessment of the Host Employer's workplace and systems.



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- 5.1.3. The induction shall be recorded on FT.082 Induction Checklist – Host Employers and saved in the HTA database.
- 5.1.4. HTA requires Host Employers to comply with their OSH obligations as part of the conditions of the trainee placement (in accordance with the Host Employer Agreement and associated Host Employer Handbook).
- 5.1.5. HTA may remove a trainee from an unsafe workplace until it is satisfied that any risk to the trainee has been removed or appropriately managed.

5.2. Informing Trainees of their OSH Obligations

- 5.2.1. HTA will inform trainees about their OSH obligations at the commencement of their traineeship. This will include:
 - Providing trainees with a Trainee Handbook, which includes an outline of their OSH obligations and
 - An induction, which will include information about their OSH obligations.
- 5.2.2. The induction will be recorded on the FT.036 Induction Checklist – Trainees and saved in the HTA database.

5.3. Monitoring Host Employer OSH Compliance

- 5.3.1. Prior to placing trainees with a new Host Employer, HTA will conduct a site visit and complete an OSH assessment of the Host Employer's workplace and their OSH systems.
- 5.3.2. If any deficiencies are identified during the OSH assessment, HTA will address these with the Host Employer (for rectification), or will refrain from placing any trainees with that Host.
- 5.3.3. The OSH Assessment will be reviewed once every three years, or more frequently at HTA discretion such as in the event of:
 - Significant workplace or systems change identified by the Host Employer to HTA; or
 - Serious incident, accident or near miss involving a trainee or
 - Changes to OSH legislation or obligations for either party.
- 5.3.4. The OSH Assessment shall be recorded on the applicable form, and saved in the HTA Database:
 - FT.083 OSH Inspection – Host Employer (AC), FT.084 OSH Inspection – Host Employer (HACC or DIS Community), FT.085 OSH Inspection – Host Employer



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(DIS Supported Accommodation), FT.-86 OSH Inspection – Host Employer (General)

5.4. Hazard Identification and Reporting

5.4.1. The identification and management of hazards shall be managed in accordance with PR.021 Hazard Reporting.

5.5. Incident Reporting and Investigation

5.5.1. The reporting and investigation of incidents shall be managed in accordance with PR.020 Incident Reporting and Investigation.

6. POLICY LINKS

PL.020 Anti-Discrimination, Harassment and Workplace Bullying Policy

7. POLICY DOCUMENTS AND SUPPORTING MATERIAL

- Occupational Safety and Health Act WA 1984
- Occupational Safety and Health Regulations WA 1996
- FT.082 Host Employer Induction Checklist
- FT.083 OSH Inspection (Host Employer – AC)
- FT.084 OSH Inspection (Host Employer – HACC or DIS Community)
- FT.085 OSH Inspection (Host Employer – DIS Supported Accommodation)
- FT.086 OSH Inspection (Host Employer – General)
- PR.021 Hazard Reporting
- PR.020 Incident Reporting and Investigation Procedure
- FT.035 Incident Report Form
- FT.107 Hazard Report Form

8. POLICY REVIEW AND IMPLEMENTATION

The General Manager Education and Training is responsible for the implementation of this Policy and may delegate responsibilities for elements of this Policy. Where this occurs, this delegation must be recorded within this document. This Policy is to be reviewed on an annual basis, or more frequently as required, with revisions detailed below.

Date of Issue and Revision	Description of Amendment	Reviewed (Coordinator/ Manager)	Authorised (General Manager)
Rev 1.0 21/10/2019	Replacing Prior Document 1.18	Samantha McPartland	Jan Norberger