

## POL – Workplace Health and Safety (WHS)

### Purpose

This policy demonstrates Flexible Business Learning's (FBLearning) commitment to the safety of all employees, contractors and visitors. It promotes the health, safety and welfare of all employees and students and the prevention of workplace injury and illness.

### Scope

This policy incorporates all FBLearning employees, contractors and students when they are participating in either the delivery or administration of FBLearning services on FBLearning premises or hired venues.

### Responsibility

It is the responsibility of the Managing Director to ensure that FBLearning owned or rented premises are maintained to provide a safe environment.

It is the responsibility of the Training Manager to put systems in place to promote the health, wellbeing and safety of FBLearning Students and Learning Coaches.

It is the responsibility of all FBLearning staff, contractors and students to conduct themselves in a manner that does not endanger or threaten the safety, health or wellbeing of others.

### Policy

The health and safety of FBLearning employees and students is integral to how we do business.

To demonstrate the value of health and safety for FBLearning, we will:

- Consult with, and involve employees in the development of WHS procedures and processes.
- Manage risk through the implementation of systems to identify hazards, assess risk and implement appropriate control measures that are monitored
- Inform all employees, students, visitors and contractors of their obligations regarding this policy to facilitate their understanding of their role.
- Provide a WHS induction and awareness training to employees and contractors
- Not tolerate the failure to follow systems of work that protect our employees and student from harm.

### Related Documents

The Work Health and Safety Act 2011



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