

## **Occupational Health and Safety Policy:**

Training Unlimited recognises its moral and legal responsibility to provide a safe and healthy work environment for staff, contactors, students and visitors.

This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

Training Unlimited will:

- Provide a safe workplace and systems of work
- Provide written procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide information, instruction, training and supervision to staff, students and visitors to ensure their safety

Training Unlimited management representatives are accountable for implementing this policy in their area of responsibility. Management is responsible for:

- The provision and maintenance of the workplace in a safe condition
- Involvement in the development, promotion and implementation of health and safety policies and procedures
- Training staff in the safe performance of their assigned tasks
- The provision of resources to meet the health and safety commitment

All staff are to:

- Follow all health and safety policies and procedures
- Report all known or observed hazards to their immediate supervisor or manager

Training Unlimited is committed to consultation and cooperation between management and employees. The organisation will consult with elected employee health and safety representatives and staff in any workplace change that will affect the health and safety of any of its employees.

This policy is applicable to Training Unlimited in all its operations and functions including those situations where staff members are required to work off site.