

# Occupational Health and Safety Policy

The Occupational Health, Safety and Welfare (SA Safework) Act 2005 describes Upskilled's duty of care to provide a safe and healthy working environment for all employees, and the employee's duty of care to take reasonable care for the health and safety of others within the work place. This includes the provision of:

- A workplace that is safe to work in, with working procedures that are safe to use,
- Adequate staff training including topics such as safe work procedures,
- Properly maintained facilities and equipment,
- A clean and suitably designed work place with the safe storage of goods such as chemicals.

The following procedures and standards must be observed to achieve a safe working and learning environment:

- Maintain a safe, clean and efficient, working environment
- Implement procedures and practices, in a variety of situation, in accordance with State and Local Government Health regulations
- Store and dispose of waste according to health regulations
- Clean walls, floor and working surfaces to meet health and safety standards without causing damage
- Check all equipment for maintenance requirements
- Refer equipment for repair as required
- Store equipment safely
- Identify fire hazards and take precautions to prevent fire
- Safe lifting and carrying techniques maintained
- Ensure Participant safety at all times
- Ensure procedures for operator safety are followed at all times
- All unsafe situations recognised and reported
- Display first aid and safety procedures for all staff and participants to see
- Report any identified Occupational Health and Safety hazard to the appropriate staff member as required.