

## Work Health and Safety Policy/Procedure

### WHS Host Employer Site inspection

### WHS Induction for Contracted Employees.

#### Preamble

Victorian Group Training Company has a commitment to safety and is supported by all levels of management. The primary responsibility for occupational health and safety belongs with the Directors, the General Manager/CEO who are legally accountable for the premises, tools, equipment and systems of work throughout the companies. However this responsibility is delegated to each level of management and host employers management. Therefore each manager and host employer manager also becomes responsible and accountable to the Directors, the General Manager/CEO and the Occupational Health & Safety Officer for having and operating a safe operation in their areas or company, for his/her own safety performance and that of the people under them.

#### Host Employer Procedure

Prior to the placement of an employee with a Host Employer a full inspection of the work site is to be carried out, covering all O.H. & S. procedures, equipment that is Work Safe related, this is to ensure that the staff we place with host employers have a safe and healthy environment to work in. This inspection will be carried out by our WHS Officer or Consultant who will write a report stating the site has been inspected and is safe to work in. A copy of this report will be placed in the employees file.

#### Employee Procedure

All employees that are placed with a host employer, prior to commencement must be fully inducted covering:-

- O.H.& S. Procedures
- Duties and obligations of Employers
- Hazard Identification/ Risk Assessment
- Accidents
- Incidents/ Work Cover Claims
- Duties and obligations of Employees
- Accident/ Incidents/ Work Cover Claims/ Smoking
- Drugs/ Alcohol/ Hearing Protection/ Manual Handling
- Dust and Fumes
- Dangerous Goods/ Hazardous Substances/ Heat Stroke/Housekeeping
- Medication/ Practical Jokes/ Hand Tools/ Ladders

Induction will include our company's policy related to employment, grievance procedures and harassment procedures.

***"As an Employer we shall provide and maintain so far as practicable for employees a working environment that is safe and without risk to health".***