



Work Health and Safety Policy

1. Purpose

Tiwi Islands Training and Employment Board (TITEB) provides a range of employment, training and engagement services across its business units. As such, TITEB is required to comply with legislation relating to Workplace Health and Safety.

The purpose of this policy is to enable TITEB to fulfill its commitment to providing a healthy and safe workplace and training environment and to eliminate conditions and incidents which may result in personal injury or ill health.

2. Scope

This policy is applicable to all activities of TITEB both on the mainland and the Tiwi Islands and applies to all staff, students, clients, contractors, outside agencies and visitors.

Our employment and training operations are committed to providing a learning environment which is free from health and safety hazards and that all staff, student, clients and visitors are fully informed of the health and safety requirements including Emergency Procedures that affect their duties or participation in employment and training activities.

3. What we will do

TITEB recognises its legal and moral responsibilities under Work Health and Safety legislation to provide a safe and healthy work and training environment. To meet our commitment, TITEB will:

- Provide duty of care for the workplace and working conditions for all employee, students, clients, contractor outside agencies and visitors.
- Provide training to enable employees to work safely.
- Comply with relevant legislation and industry standards.
- Provide support and assistance to employees, students, clients and contractors.
- Consult with staff where relevant to enhance and improve the effectiveness of procedures.
- Ensure adequate resources are available to aid employees to meet their responsibilities.
- Conduct investigations into all reported incidents.
- Ensure appropriate return to work programs are in place.
- Conduct regular reviews of the health and safety systems in place.

4. What is expected of employees?

- While at work, all employees including clients and contractors, irrespective of their position, will:
- Take reasonable care to ensure that good health and safety procedures and practices are implemented at all times.
- Identify and support measures to eliminate or reduce unsafe conditions.
- Report all workplace hazards to their immediate supervisor and or coordinator for elimination or management of the hazard. This is to be provided verbally in the first instance and subsequently in the prescribed Incident Report Form.
- Assume personal responsibility for their own safety and for that of others, by always operating in a safe and appropriate manner.



5. What is expected of Students and Program Clients?

Under Workplace Health and Safety legislation, students and program clients (eg: CDP Participants) have a duty of care to maintain a safe environment for both themselves, TITEB staff and their fellow participants.

- Should a student or client be involved in an accident or incident which results in personal injury and / or damage to equipment or facilities, they are to notify the trainer / assessor / coordinator immediately.
- If they believe they have a personal health condition which may become critical while attending training, work or a work activity, they are to advise the RTO Manager or Program Coordinator (whichever is appropriate) before commencing. All information will be treated in strict confidence and is only needed so TITEB can provide support or treatment should the need arise.
- Emergency procedures and exit plans must be followed.

Students and Program Clients Have a Duty to:

- Protect their own health and safety and to avoid affecting the health and safety of any other person;
- Not deliberately or carelessly interfere with or misuse anything provided by TITEB in the interests of health, safety and welfare;
- Co-operate with all directives given by TITEB staff;
- Ensure that they are not affected by the consumption of drugs or alcohol.

6. First Aid

TITEB has qualified First Aid competent available employees at all times, in the event of an accident or incident requiring a First Aid response, TITEB ensures it will only be administered by competent First Aid qualified employees.

7. Reporting Accidents and Incidents

All accidents and incidents must be reported immediately to the immediate Supervisor or Coordinator.

8. Records Management

All documentation from Workplace Health and Safety processes are maintained in accordance with the Records Management Policy.

9. Monitoring and Improvement

All practices for Workplace Health and Safety are monitored by the Chief Executive Officer TITEB with areas for improvement identified and acted upon.