

Occupational Health and Safety – Apprentices and Trainees

1 OCCUPATIONAL HEALTH AND SAFETY – APPRENTICES AND TRAINEES POLICY

As the legal employer, WPC Group has a responsibility for the health and safety of its apprentices and trainees placed in the workplace with Employer Partners, ensuring an environment without risk to physical or emotional health.

2 PURPOSE

To ensure apprentices and trainees employed by WPC Group are placed in safe workplace environments and all work is carried out safely.

3 SCOPE

This policy applies to all Employer Partners and apprentices and trainees employed by WPC Group, Group Training Organisation (GTO).

This policy relates to the following legislation:

- Occupations Health & Safety Act or relevant Act in each State (or its successor)
- Australian Human Rights Commission Act
- Fair Work Act

4 KEY RESPONSIBILITIES

WPC Group General Manager

- To ensure employees who manage apprentices and trainees adhere to this policy.
- Sets a superior safety culture, led by safety awareness and accountability.

Industry Consultant

- Undertake an occupational health and safety assessment upfront and then annually.
- Promote and encourage ongoing and accountable safety practices with apprentices and trainees at all times.

Employer Partner

- Provide and maintain a safe workplace for apprentices and trainees. (a duty of care under the Act).

Apprentices and Trainees

- Be aware, diligent and proactive in dealing with workplace safety.
- Take all reasonable and practicable steps to ensure your own health and safety and that of any other person in the workplace.
- Report potential and actual hazards in the workplace with the Employer Partner and WPC Group.
- Report any injuries in the workplace with the Employer Partner and WPC Group.
- Abide by health and safety directions provided in the workplace.

5 POLICY

Employer Partners have a duty of care under the Act to provide and maintain a safe workplace for contracted labour. An employee while at work must take all reasonable and practicable steps to ensure the employee's own health and safety and that of any other person.

Employer Partners

In accordance with the relevant State or Federal Health & Safety legislation:

For the purposes of the relevant State or Federal Health and Safety legislation, the Employer Partner may be defined as 'The Employer' of the Australian Apprentice under the legislation and may be held liable for any injury or illness caused by lack of supervision, malpractice or negligent action.

Where applicable, WPC Group will provide Australian Apprentices with boots, safety glasses, hearing protection and two sets of overalls or shirts and trousers annually and replace due to fair wear and tear.

The Employer Partner will ensure that Australian Apprentices are provided with additional personal protective equipment and/or specialised equipment that is required to perform allocated duties or a requirement in Site Agreements.

The Employer Partner will:

- Provide a Workplace Health & Safety induction to all WPC Group employees that commence with their organisation
- Provide WPC Group with a copy of its Workplace Health & Safety policy.
- Have a process in place to identify hazards and risks in their workplace and procedures of rectification
- Provide relevant OH&S information and training and ensure an adequate level of supervision with respect to working in a safe and healthy manner.
- Regularly monitor and review records relating to employee health and safety and the effectiveness of safe working procedures and policy.
- Provide or place employees within a workplace designed to satisfy their health, safety and wellbeing requirements.
- Monitor the provision and maintenance of safe plant and equipment and appropriate personal protective equipment.

WPC Group must be notified immediately in the event of a work related injury or illness.

No WPC Group apprentice/trainee is permitted to work with asbestos at any time, or for any reason.

No WPC Group apprentice/trainee is permitted to work in confined spaces as defined in the relevant State or Federal Workplace Health and Safety legislation, without obtaining written permission from WPC Group.

The transportation, storage, handling and application of hazardous substances involving WPC Group apprentices/trainees will comply with the relevant State or Federal Health and Safety legislation.

No WPC Group apprentice/trainee will be 'on-loaned' or placed with any other organisation by the Employer Partner. Any change in the Employer Partner's work location, with the exception of usual site work, is to be notified to WPC Group prior to relocation.

The Employer Partner shall agree that WPC Group staff shall have the right of reasonable access to apprentices/trainees during working hours on site for the purpose of supervising and conducting Workplace Health & Safety assessments and monitoring.

All WPC Group Consultants are trained in the field of Workplace Health and Safety and are more than willing to assist Employer Partners with application of this policy.

Apprentices and Trainees

WPC Group requires all its apprentices and trainees to be attentive and accountable for safety in the workplace, and to;

Abide by health and safety laws at all times, as per their Occupational Health and Safety State Obligations

Successfully complete the online safety induction and read the Safety First S1 Safety at Work booklet thoroughly prior to commencing in the workplace

Report potential and actual hazards and injuries immediately to WPC Group

Wear the appropriate personal protective equipment, as required

Abide by equipment and machinery instructions at all times

Listen and abide by instructions provided by the Employer Partner

In all circumstances, do not lift or manually handle items larger or heavier than can be easily supported. If in doubt, ask for assistance.

Abstain from the use of illicit drugs on Employer Partner premises or attending other business related premises (e.g. clients) under the influence. Note: WPC Group has a zero tolerance policy in regards to the use of drugs and alcohol at work. Refer to the drug and Alcohol Policy.

Abstain from smoking on workplace premises and/or surrounds. No special privileges will be afforded to smokers. Excessive smoking breaks will be regarded as absenteeism and disciplinary action may be taken.

Refer to the Social Media and Bullying, Equal Opportunity, Discrimination and Harassment and Child Safety policies, as necessary.

6 PROCEDURE

Where an apprentice or trainee or colleague is injured in the workplace, the following steps must be followed:

Note: The first priority in the event of an injury at work is medical attention. The injured worker or nearest colleague should initially contact the registered first aid officer.

In the event of any apparently serious injury, an ambulance should be contacted immediately.

If a workplace injury, incident or near miss occurs, the first available worker must report the incident to the Employer Partner Manager/Supervisor and WPC Group Industry Consultant.

The Industry Consultant must then complete an Injury Report with the apprentice/trainee and Employer Partner.

This report must include:

- Employee/injured details
- Time and location the injury/incident occurred
- Details of first aid treatment
- Details of the injury including:
 - Part of body injured
 - Name of the first aid officer
- Follow the Injury Management procedure for minor or major injuries.

7 RECORDS

Related documents/forms/policies	Storage
OH&S Obligations (State)	Sharepoint
First Day OHS Worksite Orientation	Sharepoint
Injury Management Procedures	Sharepoint
Injury or Incident Report – Apprentice and Trainees	Sharepoint
Safety at Work Booklet	Sharepoint
Equal Opportunity, Discrimination and Harassment Policy	Sharepoint
Bullying Policy	Sharepoint
Child Safe Policy	Sharepoint

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