



4 Up Skilling PTY LTD OCCUPATIONAL HEALTH & SAFETY POLICY

Policy statement

4 Up Skilling PTY LTD strives, through processes of 'risk' management and continuous improvement to fully integrate health and safety into all facets of its operations and activities. 4 Up Skilling PTY LTD promotes a proactive health and safety management philosophy based on effective communication and consultation, the systematic identification, assessment and control of 'hazards' and the encouragement of continuous improvement and innovation.

Providing and maintaining a healthy and safe work environment is a leadership responsibility. Ongoing support of 4 Up Skilling PTY LTD's Health and Safety is the responsibility of everyone.

4 Up Skilling PTY LTD has in place policies and procedures to ensure that staff, students, visitors and guests are provided with a safe environment in accordance with the Work Health and Safety Act 2011 or its successor. In addition, 4 Up Skilling have a duty of care to their students, including taking reasonable precautions to prevent 'sexual abuse' and/or 'physical abuse' of a child (i.e. a student under 18 years of age).

Similarly, 4 Up Skilling have a duty of care to their industry stakeholders, including farm sites and companies. Farm biosecurity is the responsibility of every person visiting or working on a property. All 4 Up Skilling 'staff and associates', being persons employed by, visiting or contracted to 4 Up Skilling, including all third-parties acting on 4 Up Skilling's behalf are required to follow recommendations made by the National Biosecurity Manual and those stipulated by the 4 Up Skilling Biosecurity Policy (USBIO) and associated Specific Movement log (USSML).

4 Up Skilling has the occupational health and safety obligation to provide and maintain a safe working environment for everyone who works for and receives training services from the organization. This includes the obligation to consult and provide regulatory information, instructions, training and supervision to ensure a safe working environment and to minimise risk of exposure to virus & diseases. This includes following Federal, State or Territory, guidelines relevant to any outbreaks.

Scope

This policy applies to all employees, students, contractors and visitors of 4 Up Skilling. On entering the workplace visitors, clients and students of 4 Up Skilling PTY LTD will be required to comply with this policy.

Definitions

Hazard - is anything that may result in injury to a person or harm to the health of a person.

Risk - is the chance of something happening that can cause an accident, injury or harm and is measured in terms of consequences and likelihood.

Reportable conduct – includes behaviour causing significant emotional or psychological harm to a child under 18; a sexual offence, sexual misconduct or physical violence committed against, with or in the presence of a child under 18; or significant neglect of a child under 18.

Sexual abuse - examples include sexual penetration, sexual touching, or taking part in a sexual act.

Physical abuse - examples include the infliction of physical violence, beating, burning, torture, cruelty, and assault with objects.

Directions

- Safety incidents or near misses
All safety incidents or near misses must be recorded on the Incident Report Form, and a Corrective Action Record raised where follow up action/improvements are needed. All Correction Actions are recorded and monitored as per the Continuous Improvement Policy & Procedure. Incident Reports Forms are to be filed in the Quality Compliance Folder. Incident Reports Forms are further reviewed during the Management Review process. This determines if patterns of occurrence are evident, potential related risk mitigation can be identified and monitors that all corrective action/improvements are in place and effective. Completed reports are to be forward to the QM.
- Safety Hazard Inspection -Office/Classroom or practical training sites
A Safety Hazard Inspection checklist is also available for office spaces, and classroom and a separate Safety Hazard Inspection checklist for farm/practical training sites should be used when conducting training . Completed assessments are to be forward to the MD & QM and retained in program files, where applicable.
- 4 Up Skilling Office/ Classrooms

The Safety Hazard Inspection checklist for offices should be implemented at 4 Up Skilling offices/classrooms at least annually (January) to identify and action hazards. Completed assessments are to be forward to the MD & QM.

In addition, First Aid kits should be monitored and upkept at least annually (January), checking stock is not out of date or missing and inventory ordered as required.

An Evacuation Drill and a Lock Down Drill should also be conducted on at least 1 occasion annually to encourage all staff participation.

- Horse related training

Students participating in horse related training programs must complete the Horse Related Training: Self Assessment (form USHRT) to assist staff to gain an understanding of the student's recent experience with horses prior to training commencing. Those students under 18 years of age must have the form co-signed by a parent or guardian. Completed assessments are to be retained in student files.

- Reportable conduct

Incident's where there is an allegation of 'reportable conduct' between an adult and child under 18 (not child to child conduct), the Managing Director should be notified immediately. The executive team, under the direction of the Managing Director will investigate and respond to a 'reportable allegation' against a worker, contracted third party or volunteer. The Managing Director will notify the Commission for Children and Young People (CCYP) of 'reportable allegations' within 3 business days after becoming aware of them, providing detailed information about the allegation within 30 days, and after the investigation has concluded, give the CCYP information regarding the investigation outcomes, including the investigation findings. More information can be found at the CCYP's website (<https://ccyp.vic.gov.au/reportable-conduct-scheme/>) and the Department of Justice and Regulation's website (<http://www.justice.vic.gov.au>).

Associated documents:

Code of Practice (USCoP)

Work Health and Safety Act 2011

Quality Management System (form USQMS)

Incident Report Form (form USIR)

Safety Hazard Inspection – Office/classroom training site (form USSHIO)

Safety Hazard Inspection – Farm/practical training site (form USSHI)

Horse Related Training: Self-Assessment (form USHRT)

Biosecurity Policy (USBIO)

Specific Movement Log (USSML)

Risk Management Policy (USRM)



Factsheet Reportable Conduct and Organisational Duty of Care (DET website)
Department of Justice and Regulation's website (<http://www.justice.vic.gov.au>)
CCYP's website (<https://ccyp.vic.gov.au/reportable-conduct-scheme/>)

Policy developed by: Quality Manager

Responsible Manager: MD

Policy endorsed by: MD