

LEADERSHIP
MANAGEMENT
AUSTRALIA



Work Health and Safety Policy and Procedure

Leadership Management Australia

Leadership Management Australia Pty Ltd

ABN 93 005 018 084

Level 1/6 University Place

Clayton Victoria 3168

Phone: 03 9822 1301

Fax: 03 9824 7154

email: info@lma.com.au

www. <https://lma.edu.au>

1. PURPOSE

- 1.1 Leadership Management Australia Pty Ltd (LMA) is committed to providing a safe and healthy environment for its employees, contractors, clients and the public. We are dedicated to continually improving health and safety performance with an overall objective to eliminate and/or reduce risk. We promote a high standard of health and safety at all times.
- 1.2 This policy outlines the approach taken by LMA to ensure a safe and healthy environment for its employees, contractors, clients and the public during their participation in work and training activities with the organisation.

2. Definitions

- 2.1 Hazard means any potentially dangerous situation within the work/study environment provided by LMA.
- 2.2 Incident means an event or circumstance that leads – or could have led - to unintended or unnecessary harm during a person’s participation in work and/or training activities with LMA.
- 2.3 Injury means any incident that causes harm to a person during their participation in work and/or training activities with LMA.
- 2.4 SRTOs means the Standards for Registered Training Organisations – refer definition of ‘Standards’.
- 2.5 Standards means the Standards for Registered Training Organisations (RTOs) 2015 which can be accessed at www.asqa.gov.au
- 2.6 [Employees includes contractors and Partner Facilitators when working directly for LMA.](#)

3. POLICY

3.1 Compliance

- 3.1.1 This policy and related procedures demonstrate the approach adopted by LMA to meet the requirements of the Work Health and Safety Act 2011 (Cth) which is the model law that “forms the basis of the WHS Acts that have been implemented in most jurisdictions across Australia.”
- 3.1.2 The WHS framework for each state/territory includes:
 - Act: Outlines your broad responsibilities
 - Regulations: Set out specific requirements for particular hazards and risks, such as noise, machinery, and manual handling
 - Codes of practice: Provide practical information on how you can meet the requirements in the Act and Regulations
 - Regulating agencies (regulator): Administers WHS laws, inspects workplaces, provides advice and enforces the laws. (Some states, such as NSW, have a different regulator for workers' compensation.)

The WHS framework

Jurisdiction	Act	Regulations	Code	Regulator
Commonwealth	Work Health and Safety Act 2011 (Cwth)	Work Health and Safety Regulations 2011 (Cwth)	Commonwealth Codes of Practice	Comcare
Australian Capital Territory	Work Health and Safety Act 2011 (ACT)	Work Health and Safety Regulation 2011 (ACT)	ACT Codes of Practice	WorkSafe ACT
New South Wales	Work Health and Safety Act 2011 (NSW)	Work Health and Safety Regulation 2017 (NSW)	NSW Codes of Practice	SafeWork NSW Workers' compensation regulator: State Insurance Regulatory Authority (NSW)
Northern Territory	Work Health and Safety (National Uniform Legislation) Act 2011	Work Health and Safety (National Uniform Legislation) Regulations (NT)	NT Codes of Practice	NT WorkSafe
Queensland	Work Health and Safety Act 2011 (Qld)	Work Health and Safety Regulation 2011 (Qld)	Qld Codes of Practice	Workplace Health and Safety Queensland Workers' compensation regulator: WorkCover Queensland
South Australia	Work Health and Safety Act 2012 (SA)	Work Health and Safety Regulations 2012 (SA)	SA Codes of Practice	SafeWork SA Workers' compensation regulator: ReturnToWork SA
Tasmania	Work Health and Safety Act 2012 (Tas)	Work Health and Safety Regulations 2012 (Tas)	Tas Codes of Practice	WorkSafe Tasmania Workers' compensation regulator: WorkCover Tasmania
Victoria	Occupational Health and Safety and Other Legislation Amendment Act 2021	Occupational Health and Safety Regulations 2017 (Vic)	Vic Compliance Codes and codes of practice	WorkSafe Victoria
Western Australia	Work Health and Safety Act 2020 (WA)	WHS (General) Regulations 2022 WHS (Mines) Regulations 2022 WHS (Petroleum and Geothermal Energy Operations) Regulations 2022	WA Codes of Practice	WorkSafe WA Workers' compensation regulator: WorkCover WA

3.1.3 LMA is committed to protecting employees and participants from harm to health, safety and welfare through the elimination and/or minimisation of risks arising from work and study.

Commitment Statement – What We Will Do

- Ensure compliance with all health and safety legislative requirements, guidance material and relevant standards
- Maintain our safety action plan
- Identify, assess and control hazards where our employees are required to work
- Provide and maintain a safe and healthy work environment
- Maintain plant and facilities that are under our control
- Provide appropriate supervision and information for all employees
- Provide training for employees to enable them to perform their tasks safely
- Provide ongoing inspection and review of the workplace, work practices and procedures
- Ensure appropriate responses are made in the event of an incident or injury, including taking action to prevent a recurrence
- Facilitate rehabilitation and encourage the early return to work of employees who may be injured

3.1.4 LMA has appointed a Health and Safety Representative to liaise with individuals about health and safety matters and ensure the organisation's compliance with health and safety requirements at all times.

3.2 Consultation

LMA acknowledges that the best health and safety outcomes will be achieved through the joint cooperation of management and employees. Employees will be consulted on all changes in the workplace and systems of work that may impact on their health and safety, on issues regarding identification and control of hazards, the suitability of facilities and the adequacy of training.

3.3 Working safely

3.3.1 All employees have a responsibility to work safely, take all reasonable care for their own health and safety and always consider the health and safety of others who may be affected by their actions.

3.3.2 LMA encourages active participation, cooperation and consultation with all employees in the promotion and development of a healthy and safe workplace.

3.3.3 All employees will receive an induction into their role which will include information about their responsibilities in relation to workplace health and safety. Training and updates to information will be provided to employees on a regular basis.

Responsibilities – What Employees Must Do

- LMA employees, whatever their role, have a primary responsibility to ensure that the work they undertake or supervise is carried out in a safe manner. No task is so important that a person's safety is put at risk.
- Take reasonable care for themselves and others who may be affected by their acts or omissions
- Contribute to, and be involved in, the organisation's ongoing management of health and safety
- Comply with all workplace policies and procedures implemented in relation to health and safety
- Report all situations that may adversely impact on workplace health and safety

3.4 Workplace, delivery site and home office inspections

- 3.4.1 All work and training environments will be routinely inspected to identify safety risks, hazards and identify areas for improvement.
- 3.4.2 Employees who work from home are responsible for ensuring the environment they work in is safe and hazards are controlled effectively.

3.5 Hazard identification and risk control

- 3.5.1 All employees, participants and other individuals are required to report any hazards and safety incidents as soon as they become aware of them. LMA will take immediate actions to respond to incidents, assess risks and control hazards where applicable.

3.6 Incidents

- 3.6.1 Employees and participants are expected to immediately report any incidents that occur at work or during training that impact on an individual's health or safety.
- 3.6.2 LMA will respond to, investigate and record all incidents that impact on the health and safety of any individual and will take steps to prevent recurrence.

3.7 Safety records

- 3.7.1 Records of the organisation's workplace hazards, risks and workplace injuries will be accurately maintained at all times.

Procedures

Refer SRTOs: Clause 2.1 & 8.5

1. Workplace, delivery site and home office inspections

Procedure	Responsibility
<p>A. Inspections</p> <ul style="list-style-type: none"> Each worksite will be inspected using the <i>WHS Inspection Checklist</i> at least annually by the Health and Safety Representative. Employees working from a home office must conduct this inspection themselves and send their report to the Health and Safety Representative. Delivery sites will be inspected by the Trainer/Assessor prior to commencing delivery to ensure it is a suitable site. Outcomes of the inspections will be logged on the <i>WHS Inspection Register</i>. Any hazards identified will be treated according to the below section on risk assessment and hazard control. 	<p>Health and Safety Representative</p> <p>Trainer/Assessor/s</p>

2. Incident reporting

Procedure	Responsibility
<p>Workplace incidents</p> <ul style="list-style-type: none"> If an incident occurs in the workplace where there is an injury, an <i>Injury Incident Report</i> must be filled in. In case of injury or risk of injury, the first person in attendance to a workplace injury should immediately call for help, seeking assistance from the Health and Safety Representative and an ambulance where needed. <i>Injury Incident Reports</i> will be used as the basis of an investigation into the incident, if required. All incidents should also be logged on the <i>Injury Incidents Register</i>. All incidents are to be assessed for hazards that may lead to the incident recurring. 	<p>Employees and/or participants</p> <p>Trainer/Assessor/s</p> <p>Health & Safety Representative</p>

3. Risk assessment and hazard control

Procedure	Responsibility
<p>A. Identify and report hazards</p> <ul style="list-style-type: none"> All employees have a responsibility to report hazards in the workplace as they are identified. Participants are also asked to report hazards that they notice. All hazards must be reported using the <i>Hazard Identification Report</i>. All reported hazards are to be recorded on the <i>Hazard Register</i>. 	<p>All employees</p> <p>Trainer/Assessor/s</p> <p>Health and Safety Representative</p>

Procedure	Responsibility
<p>B. Risk assessment</p> <ul style="list-style-type: none"> • For all hazards identified, a risk assessment will be conducted to determine the likelihood of someone being exposed to the hazard and the impact of this exposure. The risk assessment is conducted to determine: <ul style="list-style-type: none"> – How severe a risk the hazard is – Whether existing control measures are effective – What action should be taken to control the risk – How urgently the action needs to be taken. • Review the information available about the hazard including any available information (including hazard reports, WHS legislation, Australian Standards, code of practice and personal experience). • In considering the risk, use the Risk Rating Matrix (see below) to determine: <ul style="list-style-type: none"> – Likelihood – Consequences – Risk Level Rating – Critical, High, Moderate, Low, Very Low 	<p>Trainer/Assessor/s</p> <p>Health and Safety Representative</p>
<p>C. Control risks and hazards</p> <ul style="list-style-type: none"> • Hazards should be dealt with in order of priority. Use the Hierarchy of Controls chart (see below) to determine hazard control options. This determines the most effective controls. Risk control measures should always aim as high in the hierarchy as practicable. • Urgent action is required for risks assessed as Critical or High Risk. This may include: <ul style="list-style-type: none"> – Cessation of work, process or activity – Isolation of the hazard until a permanent solution is determined. • All hazards must be controlled to ensure employees and participants are not injured, do not become ill and there is no damage to property and equipment. • Risks identified through this process must be recorded on the <i>Risk Management Register</i>. • Hazards and their controls must be recorded on the <i>Hazard Register</i>. 	<p>Trainer/Assessor/s</p> <p>Health and Safety Representative</p>

Forms and supporting documents

- WHS Guidelines for Facilitators and Coaches
- Hazard and Near Miss Report
- Incident Report
- LMA New Venue and Site Visit WHS Assessment
- LMA Potential New Venue WHS Checklist
- WHS Action Plan

Appendices

1. Risk rating matrix

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost certain
Consequences	Catastrophic	Moderate	Moderate	High	Critical	Critical
	Major	Low	Moderate	Moderate	High	Critical
	Moderate	Low	Moderate	Moderate	Moderate	High
	Minor	Very Low	Low	Moderate	Moderate	Moderate
	Insignificant	Very Low	Very Low	Low	Low	Moderate

Source: <http://www.worksafe.act.gov.au/page/view/1039#3>.

2. Hierarchy of Controls

1	Eliminate the hazards – remove it completely from the workplace	If this isn't practical then...
2	Substitute the hazard – with a safer alternative	If this isn't practical then...
3	Isolate the hazard – as much as possible away from employees/participants	If this isn't practical then...
4	Use engineering controls – adapt tools or equipment to reduce the risk	If this isn't practical then...
5	Use administrative controls – change work practices and organisation	If this isn't practical then...
6	Use Personal Protective Equipment (PPE) – this should be the last option after you have considered all the other options for your workplace	If this isn't practical then...