

<b>TITLE</b>	<b>Occupational Health, Safety &amp; Welfare Policy</b>
<b>PURPOSE</b>	<b>To minimise the risk of injury and disease to our employees by adopting a planned and systematic approach to management of OHS&amp;W and providing the resources for its successful implementation.</b>

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### **Statement of Intent**

Hospitality Group Training sees the proper management of occupational health, safety and welfare as ranking equally with all other operational considerations.

It is the aim of Hospitality Group Training to minimise the risk of injury and disease to our employees and other persons by adopting a planned and systematic approach to the management of occupational health, safety and welfare and providing the resources for its successful implementation.

### **Objectives**

***The objectives of this policy are to give direction and guidance to ensure that systems are developed, implemented and monitored in which:***

- all hazards and risks to health and safety associated with work carried out by Hospitality Group Training's employees are identified, assessed and where they cannot be eliminated are effectively controlled;
- measures to control hazards and risks to health and safety are regularly monitored and evaluated;
- employees are given the opportunity to participate and contribute to the decision making process on occupational health and safety matters effecting their health and safety at work;
- all employees receive information, instruction and training, as is reasonably practicable, to allow them to safely carry out their responsibilities.
- all legislative obligations are being identified and complied with.

### **Strategies**

***Hospitality Group Training will achieve its occupational health, safety and welfare objectives by developing and implementing appropriate policies and procedures which document standards and guide host employers and employees in carrying out their responsibilities in :***

- identifying hazards and risks to health and safety associated with tasks and activities carried out by Hospitality Group Training's employees;
- assessing the degree and level of risks arising from hazardous tasks or activities;
- selecting, implementing and maintaining appropriate measures to control risks to health and safety
- consulting with employees on matters which may affect their health and safety
- identifying, developing and providing appropriate information, instruction and training to equip employees with the knowledge and skills necessary to meet their responsibilities
- developing, implementing and monitoring plans to put Hospitality Group Training's health and safety policies and procedures into effect.

## Roles and Responsibilities

### Responsible Officer

***The Executive Officer as the Responsible Officer has the overall responsibility to ensure the health and safety of employees and provide adequate resources to meet the health and safety objectives and implement strategies.***

#### ***In particular the Executive Officer will ensure :***

- appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety;
- mechanisms are provided which enables the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures;
- all staff are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
- occupational health and safety performance is an integral component of Hospitality Group Training's business and financial plans;
- mechanisms are provided to regularly monitor and report on health and safety performance;
- health and safety strategic plans are developed and implemented to meet health and safety objectives.

### Occupational Health & Safety Coordinator

***The OH&S Coordinator has the responsibility to coordinate Hospitality Group Training's management of health and safety on behalf of the Executive Officer.***

#### ***The OH&S Coordinator has a responsibility to :***

- coordinate the identification, development, implementation and review of health and safety related policies and procedures;
- assist in the identification, assessment and selection of measures to the control of hazards and risks to health and safety;
- assist in monitoring and evaluating hazards and risk control measures
- assist in the identification, development and provision of appropriate health and safety related information, instruction and training;
- monitor and advise on legislative and technical changes relating to health and safety;
- monitor and provide regular reports to the Executive Officer on Hospitality Group Training's occupational health and safety performance.

## Host Employers

***Host Employers or persons with supervisory responsibilities have a responsibility to ensure :***

- all employees are given reasonable instruction, upon commencement of employment in relation to
  - workplace induction
  - emergency evacuation procedures
  - induction on safe use of all machinery
  - location of first aid kit and trained personnel
  - location and instruction on the use of emergency response equipment (where applicable);
- they carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- relevant health and safety policies and procedures are implemented in their areas of control;

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- all measures to control risks to the OHS of employees they are responsible for are implemented, regularly monitored and maintained;
- employees are provided with the necessary information, instruction and training to effectively and safely carry out their jobs.

### Employees

***Employees have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.***

#### ***Employees have a responsibility to :***

- ensure they are given reasonable instruction, upon commencement of employment in relation to
  - workplace induction
  - emergency evacuation procedures
  - induction on safe use of all machinery
  - location of first aid kit and trained personnel
  - location and instruction on the use of emergency response equipment (where applicable);
- report any incident or hazards at work or whilst undertaking their off the job training to Hospitality Group Training (within 24 hours) of said incident or hazard identification and to their supervisor/host employer immediately;
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- obey any reasonable instruction aimed at protecting their health and safety at work and or off the job training;
- use any equipment provided to protect their health and safety while at work and or off the job training;
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- consider and provide feedback on any matters which may affect their health and safety;
- ensure they are not affected by alcohol or another drug whilst working which may endanger their own or any other persons' health and safety.

### Review of Policy

***The health and safety policy will be reviewed annually.***

***The review will involve assessing the effectiveness of the policy and program by such means as :***

- reviewing overall health and safety performance
- monitoring the effectiveness of policies and procedures

### Dissemination of Policy

As part of each employees induction, they will be provided with a copy of Hospitality Group Training's occupational health and safety policy. Employees will have ready access to all of Hospitality Group Training's health and safety policies and procedures.

## **Occupational Health, Safety and Welfare Act 1986**

### **Duties of workers**

*Section 21 (1) - An employee shall take reasonable care -*

- (a) to protect his or her own health and safety at work; and
- (b) to avoid adversely affecting the health or safety of any other person through any act or omission at work, and in particular, shall so far as is reasonable (but without derogating from any common law right)-
- (c) use any equipment provided for health or safety purposes; and
- (d) obey any reasonable instruction that his or her employer may give in relation to health or safety at work; and
- (e) comply with any policy that applies at the workplace published or approved by the Minister after seeking the advice of the Advisory Committee; and
- (f) ensure that he or she is not, by the consumption of alcohol or a drug, in such a state as to endanger his or her own safety at work or the safety of any other person at work.

### **Employees and Occupational Health and Safety**

As an employee of Hospitality Group Training, you have a legal responsibility to protect your own health and safety at work and to avoid adversely affecting the health and safety of any one else through anything you may do or may not do.

**Note :** The following are, in general terms, requirements of the Occupational Health, Safety and Welfare Act.

#### **In particular you are responsible for :**

- 1 Reading carefully and abiding by the Company's safety policy and rules. This is a condition of employment.
- 2 Ensure that you are given reasonable instruction, upon commencement of employment in relation to workplace induction, emergency evacuation procedures, induction on safe use of all machinery, location of first aid kit and trained personnel, location and instruction on the use of emergency response equipment.
- 3 Working safely and keeping your work place clean, tidy and free of hazards.
- 4 Not taking chances or short cuts in your work - safety is more important than speed.
- 5 Not taking part in horseplay, sky-larking, practical jokes or fighting. All these are potentially dangerous in a work situation and are strictly forbidden.

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- 6 Making sure you know how to carry out your particular job safely. If you have any doubt about the safety of the work or your ability to do it, you should discuss it with your supervisor, in particular when working with machinery.
- 7 Reporting all accidents and injuries, even minor ones, to your supervisor immediately and to HGT within 24 hours.
- 8 Prompt reporting to your supervisor of any hazards in the workplace as well as HGT.
- 9 Making suggestions for improving Occupational Health or Safety to your supervisor and to HGT.
- 10 Listening carefully to, and following instruction which your supervisor gives for the purpose of protecting your safety or the safety of others. This applies especially to the wearing of safety equipment or clothing when provided.
- 11 Ensuring that you are not consuming or under the influence of alcohol or drugs whilst working as to endanger your own safety or the safety of others.
- 12 Refraining from improper or unauthorised use of medical, fire fighting or other equipment which is provided for the protection of employees and company property.

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I ..... have read and understood the policy on Occupational Health, Safety and Welfare, and I understand and acknowledge my obligations.

Signed .....

Date .....