

WHS-002  
**WORK HEALTH & SAFETY POLICY, PRINCIPLES &  
PROCEDURES**



PEER VEET provides services for the employment, education, quality training and placement of apprentices and trainees to a range of host employers within South Australia.

It is our aim that work activities, carried out by our employees, will be undertaken with all reasonable and practicable measures applied to prevent injury and risks to their health and safety or any other person/s affected by their activities. PEER VEET recognises that the management of the safety of our employees, placed with a range of host employers in various work sites, is a shared responsibility with these host employers.

In support of our aims and objectives, and to foster continuous improvement with the control of work-related injury and illness, a safety management system has been developed in accordance with Work Health & Safety legislative requirements and guidelines. The system includes formal procedures for identifying, assessing and informing the host employer how they can control hazards and risks in the workplaces where PEER VEET employees are placed.

PEER VEET is committed to complying with relevant legislation, acts, regulations, applicable codes of practices and standards. The safety system incorporates the establishment, monitoring and review of safety objectives and targets.

All employees and host employers are actively encouraged to cooperate with the promotion and compliance of this policy and must ensure that they can demonstrate their understanding of the duty of care for work health and safety, for themselves and others in the workplace.

PEER VEET will consult with employees and host employers to ensure that relevant work health and safety requirements are addressed. Where practicable, all employees are provided with adequate facilities for their work health and safety at all workplaces, and are given relevant information, instruction training and adequate supervision necessary to ensure they are safe from injury and risks to their health and safety. PEER VEET will ensure appropriate resources are allocated to administer this policy.

PEER VEET uses the services of a Return to Work SA Claims Agent to provide equitable management of claims for compensation. PEER VEET in conjunction with our claims agent has a Rehabilitation Program in place to support any employees who are suffering from work-related injury or illness.

It is recognised through the application and signing of a formal hire agreement, the Persons Conducting Business or Undertaking (PCBU) i.e. CEO, of both PEER VEET and the Host Employers share the responsibility and accountability for all Work Health & Safety issues relating to PEER VEET's employees.

A handwritten signature in blue ink, appearing to read "P. Nolan", is positioned above the name of the Chief Executive Officer.

**Peter Nolan**  
Chief Executive Officer  
PEER VEET

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## **WORK HEALTH and SAFETY PRINCIPLES & PROCEDURES**

### **1. COMMITMENT**

PEER VEET acknowledges its responsibility, to ensure the health and safety of our employees, contractors and visitors in accordance with the South Australian, Work Health and Safety (WHS) Act and Regulations (2012).

### **2. PHILOSOPHY**

PEER VEET's WHS responsibilities and obligations for their employees are in parallel with our mission to provide employment and quality training for its apprentices and trainees that will foster the development of health and safety knowledge, skills and attitudes in conjunction with the achievement of their respective industry competency standards.

### **3. AIM**

The aim of this policy is to provide for the effective management of the health and safety PEER VEET's employees who are predominantly young, new workers, under a 'contract of training', variously placed and under the daily supervision of host employers.

### **4. OBJECTIVES**

PEER VEET's objectives are to ensure, so far as reasonably practicable, that:

- in conjunction with the host employers, all hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled;
- measures to control hazards and risks to health and safety will be regularly monitored and evaluated;
- accidents and injury rates are reduced to a level well below the industry average and where practicable that level shall be zero (0);
- employees will participate and contribute to the decision making process on work health and safety matters affecting their health and safety at work;
- all staff and employees of PEER VEET, will receive appropriate information, instruction, training and supervision that they need to safely, as is reasonably practicable, to carry out their responsibilities.

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## **5. STRATEGIES**

PEER VEET will achieve its WHS objectives by:

- Developing and implementing specific policies and procedures which document standards and guide managers and employees in the conduct of their responsibilities.
- Providing apprentices and trainees with such information, instruction, training and supervision as are reasonably practicable to ensure that each employee is safe from injury and risks to health.
- Providing Apprentice Coordinator's (AC) with the relevant information and training to enable them to conduct their roles effectively.
- Ensuring the Apprentice Coordinators (AC) are responsible and accountable for the health and safety of apprentices and trainees under their supervision.
- Ensuring through their contractual obligations, the Host Employers are advised and acknowledge their health and safety responsibilities for the apprentices and trainees under their supervision.
- Ensuring that employees take reasonable care to protect their own safety at work and avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensuring a systematic approach to the reporting, recording and investigation of all incidents and hazards to minimise their recurrence through the application of the hazard management process.

## **6. RESPONSIBILITIES**

The management of PEER VEET recognises their overall responsibility for ensuring the health and safety of their employees. All management representatives will be accountable for implementing WHS policies in their area of responsibility. Specific responsibilities and obligations of the management representatives are documented within their Job and Person Specifications.

## **7. CONTINUOUS IMPROVEMENT**

PEER VEET regards the management of WHS in the workplace as ranking equally with all other operational considerations and in so doing, recognises the requirement for continuous improvement in the development and implementation of its health and safety systems.

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## 8. RESOURCES

When addressing WHS matters and issues, PEER VEET is committed to obtaining the most appropriate expertise and resources, whether they are internal or external, as and when required.

## 9. COMMUNICATION & CONSULTATION

It is recognised by PEER VEET that communication and consultation, involving the sharing of information and exchange of views, is instrumental in ensuring the effectiveness of the health and safety management system. PEER VEET is committed to encouraging communication and consultation between the employer, employees and host employers. PEER VEET will make this WHS document available to all interested parties.

## 10. HAZARD MANAGEMENT

PEER VEET recognises that the principles of hazard management are the foundation of all the requirements of the WHS regulations. The successful elimination or control of hazards in the workplace will rely upon the understanding and application of these principles by the management of PEER VEET, our employees and the host employers.

## 11. AUTHORISATION

The Organisational Work Health and Safety Policy, Principles and Procedures will be authorised by PEER VEET's PCBU, and endorsed by The Board of Directors and PEER VEET's WHS Committee through presentation at the next available meeting/s of the Board and WHS Committee. The WHS Policy will be reviewed bi-annually or earlier if required and displayed on various notice boards within PEER VEET's facility.

### DOCUMENT REVISION / AUTHORISATION HISTORY

Date	Description of Amendment	Prepared By	Authorised By
16/08/10	Version 1 - Supersedes Policy 602	M Baxter WHS Manager	M Boyce CEO
22/12/10	Version 2 – Supersedes Version 1	M Baxter	M Boyce
07/12/12	Version 3 – Updated from OHS to WHS	A Johnstone	M Boyce
15/07/2016	Version 3.1 – Change of CEO	V Heading	P Nolan
18/10/2016	Version 3.2 – WHS terminology	M Baxter	P Nolan

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