# CPP016 Workplace Health and Safety

## Contents

[CPP016 Workplace Health and Safety 1](#_Toc10983064)

[Contents 1](#_Toc10983065)

[Policy Overview 2](#_Toc10983066)

[Regulatory References 2](#_Toc10983067)

[Policy Statements 3](#_Toc10983068)

[WHS Assessment Framework 3](#_Toc10983069)

[WHS Reporting and Responsibility 3](#_Toc10983070)

[Procedures 4](#_Toc10983071)

[Procedure List 4](#_Toc10983072)

[Resolving a WHS injury, incident or hazard 4](#_Toc10983073)

[Forms and Templates 5](#_Toc10983074)

[Version Management 6](#_Toc10983075)

Policy Overview

Concept Engineering will ensure that the health and safety of all staff, including apprentices and trainees, as well as all other stakeholders of the enterprise are protected to the greatest possible extent. Health and safety are Concept Engineering’s number one priority because injuries of any kind are bad for people and bad for business.

In this policy the term Workplace Health and Safety (WHS) has been used; however, it is interchangeable with the term Occupational Health and Safety (OHS) which is still used to some extent in Victoria.

## Regulatory References

Legislation:

* Occupational Health and Safety Act 2011 (Vic)
* Occupational Health and Safety Regulations 2007 (Vic)

Policy Statements

### WHS Assessment Framework

Concept Engineering is a member of Ashley Services Group (ASG), a stock market listed group of companies. As such, Concept Engineering is governed by policies and procedures which have been established at the group level including for WHS.

The WHS assessment and control framework is described in *The Group Risk Management Guide Procedure*. When it is required to undertake WHS assessment Concept Engineering will follow this document fully.

Concept Engineering maintains the WHS of all staff who are not on placement with a host employer through the established ASG policies and procedures and for greater detail those procedures should be consulted. Staff who are on placement have their WHS maintained through the actions described in the CPP003 Recruitment of Host Employers Policy and Procedure, the CPP005 Placement and Ongoing Support Policy and Procedure and the CPP008 Host Employer Support and Management Policy and Procedure.

All staff are made aware of their rights and responsibilities in regard to WHS. For apprentices and trainees this occurs through the procedures described in the CPP002 Induction of Apprentices and Trainees Policy and Procedure and the handbooks detailed in the CPP017 Information Handbooks Policy and Procedure.

### WHS Reporting and Responsibility

All staff of Concept Engineering, including apprentices and trainees, have responsibility for reporting any WHS related hazards or incidents as and when they occur. These must be reported to the individual’s direct supervisor. The report may initially be made verbally however it must also be recorded for insurance and continuous improvement purposes.

If the supervisor is authorised to address the issue to the extent that it is considered complete, for example the employee who was injured has returned to work or the hazard has been eliminated, then they must do so. If they are not authorised to address the issue to this extent, then they must report the issue to their supervisor.

The chain of reporting will continue until the report reaches an individual who is authorised to conclude the issue.

Procedures

### Procedure List

The procedures associated with this policy are:

* Resolving a WHS injury, incident or hazard

### Resolving a WHS injury, incident or hazard

The procedure to be followed is:

1. When any employee of Concept Engineering determines that there is a hazard or a WHS incident has occurred they must report it immediately to their supervisor. The report may be made verbally; however, if the supervisor requests it the report must also be made in writing.
2. If the report relates to an injury or near-miss incident, then the supervisor will provide the ASG incident reporting form for the individual to complete.
3. The supervisor who receives the report must determine whether they are authorised to address the incident or injury. If they are then they must do so immediately according to the ASG *Group Risk Management Guide Procedure* or the ASG injury reporting system.
4. When a supervisor receives a report regarding a WHS related hazard, incident or injury they must immediately act to the fullest extent of their authority to resolve it according to the ASG *Group Risk Management Guide Procedure* or the ASG injury reporting system.
5. If the supervisor who receives the report is not authorised to address the incident or injury, then they must report it to their supervisor. This chain must continue until it reaches an individual who has the authority to address the issue in full.
6. All resolved WHS incidents, injuries, hazard reports or reports of near-miss incidents must be recorded on the Concept Engineering shared drive for use in insurance claims and continuous improvement processes.

Forms and Templates

The forms and templates associated with these procedures are:

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| **Procedure** | **Forms and Templates** |
| Resolving a WHS injury, incident or hazard | * N/A |

Version Management

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| **Version** | **Date** | **Notes** |
| 1 | 01/02/2019 | First release |
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