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## WHS Policy 1 – Master Workplace Health and Safety Policy

### Purpose of this Policy

Health and Safety at work is both an individual and shared responsibility of everyone at the Academy of Entrepreneurs.

This policy confirms our company commitment to providing a safe working environment for all employees, coordinators, volunteers, contractors, and visitors to our workplace(s), and to provide effective communication about Workplace Health and Safety (WHS) matters.

### The Policy

The Academy of Entrepreneurs is committed to providing a safe and healthy working environment for employees, volunteers, contractors, visitors, and all other persons whose health or safety could be at risk through our work. We will do this by ensuring:

- compliance with relevant legislation, including the WHS Act and supporting regulations
- the implementation of the Work Health and Safety Management System, and the reports, plans, policies, procedures and programs necessary to support and implement this policy

The Academy of Entrepreneurs accepts responsibility for implementing and maintaining this WHS Policy and WHS Management System. We will ensure that:

- we establish measurable safety performance objectives and targets and that we review these to continuously improve WHS performance. This shall include regular workplace inspections and the prompt control of identified hazards
- employees and volunteers are trained on all health and safety matters relevant to their work
- contractors are fully aware of the hazards associated with their work, and implement appropriate hazard control measures
- all managers, coordinators, employees, volunteers, contractors and other persons are inducted into the requirements of the WHS Management System, and are held accountable for enacting their roles and responsibilities as defined in the WHS Management System

- effective employee, volunteer and contractor consultation on health and safety matters includes the two-way communication of relevant information, meetings, reporting and feedback mechanisms
- adequate resources are provided to enable full implementation of this WHS Policy and WHS Management System. Where the Academy of Entrepreneurs does not have the necessary in- house knowledge or expertise to enable it to meet its work health and safety objectives, it will ensure that advice and guidance are obtained from a competent WHS professional
- this WHS Policy and the WHS Management System are reviewed every year to ensure they remain relevant and appropriate to the Academy of Entrepreneurs.

All directors/ officers, employees, volunteers and contractors at the Academy of Entrepreneurs are required to comply with this WHS Policy and the WHS Management System at all times. The directors /officers are responsible for the implementation and dissemination of all matters dealing with the health and safety of employees, volunteers and contractors under their control.

Employees, contractors and volunteers must cooperate with the Academy of Entrepreneurs regarding safety actions taken to maintain health and safety. In addition, they shall take reasonable care of their own safety and not adversely affect the safety of others at the workplace

This WHS Policy shall be posted in the Academy of Entrepreneurs workplace at all times.

#### Approvals & review

Policy review date:	30/12/2017
Policy approved by title:	Academy of Entrepreneurs Pty Ltd
Policy approved by signature:	