



Health and Safety Policy and Procedure

Policy Statement and Procedure

'Plane Training is committed to providing and maintaining a safe and healthy workplace for all workers (this includes employees, contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

Our managers are aware of their responsibilities and are required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business. Likewise, workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Work Health and Safety Act 1974*, work health and safety regulation, codes of practice and other safety guidance material.

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment if/when necessary
- Have access to competent advice
- Report and document all health & safety incidents. Report form attached.
- Aim for a continuous improvement in our health and safety performance and management through a process of regular audit and review
- Review this policy and associated arrangements on a periodic basis using findings from the audit process, staff consultations and incident investigation to guide change.

Responsibility for Health and Safety rests with everyone including our sub-contractors, employees, learners and clients. We must all co-operate with each other to ensure all statutory duties are complied with. To help achieve our objectives and ensure our workforce recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. The company is committed to providing any interested parties through email communication and, if required, meetings which allow open consultation and participation on health and safety matters. The successful implementation of our policies requires total commitment from all levels. Employees, contractors and learners are informed of any hazards to health or safety which may be inherent in the workplace.

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.