



Policies



Australian High Risk Training
Unit 3, 87 – 89 Belmont Avenue, Belmont WA 6104
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QUALITY MANAGEMENT POLICY

Wednesday, 22 January 2025

Australian High Risk Training provides training, verification of competency and CraneSafe® Inspections in the high risk construction industry.

At Australian High Risk Training, we value safety and quality of service above all else. And as such, we always strive to provide exceptional service to our clients, and we are passionate about imparting our knowledge and expertise to the next generation of workers.

We also commit to exceeding client expectations and seeking continuous improvement of the overall experience for our clients and students.

Australian High Risk Training strives to fulfill its responsibility and achieve our commitments through:

- Maintaining a suitable Quality Management System to obtain certification
- Establishing measurable objectives and targets to measure performance and identify opportunities for improvement;
- Fostering a culture of continual improvement in our Quality Management System that supports reporting, analysis, and distribution of Quality critical information;
- Ensuring we induct all workers into the Quality Management System;
- Engaging with clients to determine and assess current and future expectations;
- Ensuring all work conforms to the applicable technical and administrative operating policies and procedures of Australian High Risk Training, legal and regulatory requirements, and specific client requirements;
- Leadership, Front-line input and management, we will continue to enhance our people and processes to expect, meet, and exceed the needs of our clients;
- Provide the resources needed to maintain the Quality Management System and improve its effectiveness;
- Every worker will comply and embraces this policy and our culture of excellence.

At Australian High Risk Training, we encourage our workers to display their own initiatives in improving quality. This policy will be reviewed regularly to ensure it remains relevant and current to the company's activities.

Jaimie Leggo
Director

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OCCUPATIONAL HEALTH AND SAFETY POLICY

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Australian High Risk Training is dedicated to providing and maintaining safe and healthy working conditions, equipment and systems of work for all our employees. Accordingly, the company is committed to providing the highest possible standard of health and safety.

Australian High Risk Training will do all that is reasonable to develop standards and procedures for the prevention of accidents and damage to health. We recognise our responsibility for the health and safety of client personnel and the general public who are affected by our activities.

Australian High Risk Training will comply with all relevant legislation, codes of practice and guidelines relevant to our operations and will adopt the principles and practices as set out in AS/NZS 4801 Occupational Health and Management Systems – General Guidelines.

We regard the promotion of health and safety measures as a mutual objective for both management and employees at all levels.

Our goal for all workplaces is Nil - Lost Time Injuries, and will be achieved by:

- Providing resources (including finance), information, training and supervision to enable employees to perform their work safely and effectively and to contribute positively to their own health and safety at work;
- Maintaining a continuous interest in matters of health and safety regarding Australian High Risk Training's activities, in particular management commitment and consulting / involving our employees;
- Identifying targets and objectives to measure and monitor performance, including conducting audits of the workplace, systems of work and all relevant data to ensure continual improvement;
- Providing safe plant, equipment and systems of work including the planning and preparation required for safe work;
- Providing all necessary safety devices and protective equipment;
- Providing a healthy working environment with adequate welfare facilities including rehabilitation and counselling;
- Maintaining awareness of applicable legislation and complying with requirements, and
- Communicating this Policy to staff and interested parties.

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EQUAL OPPORTUNITY POLICY

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Australian High Risk Training is committed to a policy of Equal Employment Opportunity.

Australian High Risk Training believes that in living up to that undertaking, our employees will enjoy a rewarding workplace environment and that each person's access to available opportunities will be based on merit only.

All applicants and employees can expect to be treated fairly in relation to employment, training, development and promotion with our company based on their demonstrated skills, qualifications and abilities.

Any reports of sexual harassment will be investigated promptly and confidentially. Sexual harassment is unlawful and is taken extremely seriously by our organisation.

Discrimination in any form will not be tolerated. Australian High Risk Training will not treat any person less favourably than another based on their sex, race, age, marital status, pregnancy, family commitments, disability/impairment, religion, political beliefs, lawful union activity or sexual preference.

All Equal Employment Opportunity issues that are brought to the attention of Australian High Risk Training will be immediately investigated and resolved whilst respecting the confidence and rights of all parties involved.

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ENVIRONMENTAL MANAGEMENT POLICY

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Australian High Risk Training is committed to a policy of protection of the sustainable environment in its activities as a leading provider of training services.

Australian High Risk Training's commitment shall be demonstrated in its approach to satisfying the statutory rules and regulations which apply to the environment.

Australian High Risk Training's Environmental Goal is compliance with all applicable environmental laws and regulations.

Our Goals will be achieved by:

- Management of our operation by employing the best control mechanisms, procedures, and processes, which have been proven technically sound and economically feasible;
- Provision of resources, training, information and equipment so that our employees are aware of the impact of their assignments on the environment and, assume responsibility for implementing the company's environmental policy;
- Maintaining a continuous interest in matters of environment regarding the Australian High Risk Training's activities, in particular management commitment and consulting / involving our employees;
- Maintenance of a self-monitoring audit program to ensure continuing compliance;
- Utilise the services of environmental experts to assist in our activities where required;
- Realise that the expense of environmental protection is a legitimate cost of doing business in a modern society.

Through realization of these commitments and responsibilities the impact of our operations upon the environment will be minimized for future generations.

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INJURY AND REHABILITATION POLICY

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Australian High Risk Training will ensure that for any workplace injury, illness or disability a treatment plan is implemented that combines prompt medical treatment with, where required, a staged rehabilitation program.

Australian High Risk Training are committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the Workers' Compensation and Injury Management Act 1981 in the event of a work related injury or illness.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions.

Following a workplace injury, illness or disability employees will be encouraged to:

- Return to their pre-accident job at the earliest possible time; or
- Return to light or alternate duties as part of their rehabilitation when suitable light alternate duties are available, or alternatively;
- Provide access to the services of an approved vocational rehabilitation provider to consider options for a return to other gainful employment either with Australian High Risk Training or with another employer.

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PERSONAL PROTECTIVE EQUIPMENT POLICY

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Australian High Risk Training shall as far as practicable identify and eliminate or control hazards in the workplace.

Personal Protective Equipment (PPE) shall only be employed as a control measure where:

- It is not otherwise practicable to eliminate or control the hazard effectively: or
- As an additional protective measure to existing control mechanisms.

Notwithstanding the above, Australian High Risk Training shall supply and maintain PPE for employees as necessary to ensure they are adequately protected from hazards in the workplace.

All PPE provided by the Company shall comply with the relevant current Australian Standard.

Employees and Visitors shall use PPE as required by the Company and shall immediately inform their Manager of any defects or deficiencies in such equipment of which they become aware.

Management of the Company shall ensure that:

- All tasks are risk assessed to determine the requirement for PPE;
- The selection, supply and maintenance of PPE is suitable and sufficient to adequately protect the users from hazards;
- All persons required to use PPE receive appropriate instruction, information and training in the safe use and maintenance of PPE;
- The requirement to use PPE is enforced; and
- Clear and appropriate signage is displayed in areas where PPE must be worn.

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DRUG AND ALCOHOL POLICY

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Australian High Risk Training is committed to ensure that a safe, healthy and productive workplace is provided for all employees – fulltime, contract or temporary. While Australian High Risk Training does not wish to intrude into the private lives of the employees, if alcohol has a direct impact on an individual's work performance or on safety standards, it is Australian High Risk Training' responsibility to employees, and other people on work premises to intervene.

In fulfilling statutory obligation, Australian High Risk Training (as far as is reasonably practicable) will assess and monitor all employees' and contractors' fitness for duty on site to minimize the risk of injury and ensure compliance to legislative requirements.

The objective of the Drug and Alcohol Policy are to:

- Provide a safe working environment by eliminating from the workplace hazards associated with individuals affected by alcohol and/or other drugs;
- Provide assistance through a range of preventive, educational and rehabilitation measures to overcome alcohol and other drug problems that could impair a person's performance or fitness for work;
- Direct employees who have or could be developing a dependency on alcohol or other drugs towards confidential employee assistance program (EAP);
- Provide a workplace which supports productivity and achievement of business objectives by minimizing the harmful impact of alcohol and other drug consumption; and
- Assuring personnel deemed unfit for work as a result of alcohol or other drug misuse, are detected and dealt with in a fair and constructive manner.

Personnel will commit to:

- Random testing;
- Cause testing and
- Site testing

If participants refuse taking a breath test, this will be deemed as a POSITIVE result.

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FITNESS FOR WORK POLICY

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Australian High Risk Training is committed to providing and maintaining a workplace environment in which our employees are not exposed to any hazards arising from excessively long work hours or the use and abuse of alcohol and or drugs.

All employees are required to report to work in a fit and proper condition to undertake their duties as required in a safe, competent and efficient manner.

All employees are prohibited from working whilst under the influence of alcohol or drugs, or upon producing a positive drug screen test result. If a positive test result is produced, the employee will not be permitted to re-enter the workplace until a negative test result is produced.

During the employment and induction process, Australian High Risk Training will actively promote the dangers of alcohol and drug abuse in the workplace.

Australian High Risk Training will undertake all practical steps in the placement of employees to ensure hours of work shifts / rosters and workplace conditions do not create an unacceptable risk of fatigue.

Australian High Risk Training will:

- Ensure adequate opportunity for sufficient rest is available for all employees, contractors and visitors, before commencing work, through appropriate working time arrangements;
- Develop a culture of shared responsibility for fatigue management;
- Ensure that our employees will not work in excess of 12 hours per day unless approved by the Director and/or Client;
- Ensure that employees meet this policy in all respects by voluntarily and periodically monitoring fitness for duty, prior to the commencement of work.

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Director

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