QUALITY POLICY

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<th>Policy</th>
<th>Occupational Safety &amp; Health Policy</th>
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<tr>
<td>Policy framework Grouping</td>
<td>Staff</td>
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<tr>
<td>Policy owner</td>
<td>General Manager Student and Business Services</td>
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<tr>
<td>Current version date</td>
<td>15/09/2014</td>
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<tr>
<td>Approval Date</td>
<td>27/08/2015</td>
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<td>Date of next review</td>
<td>27/08/2016</td>
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1 Policy Statement

West Coast Institute is committed to promote occupational health and safety and maintaining, so far as practicable, a healthy and safe working environment for its employees, students, contractors and visitors.

2 Objectives

To provide guidelines to on Occupational Safety and Health issues and to enhance the working environment of the West Coast Institute and its staff.

To achieve a reduction in work related injury or illness each year.

3 Responsibilities

3.1 Management

- is responsible for the effective implementation of the West Coast Institute Occupational Safety and Health policy;

- must observe, implement and fulfil its responsibilities under the relevant Acts and Regulations;

- must ensure that the agreed procedures for regular consultation between management and those with elected and designated safety and health responsibilities are followed;

- must make regular assessments of safety and health performance and resources in co-operation with those with elected and designated safety and health functions;

- must ensure that all specific procedures operating within the West Coast Institute are periodically revised and are consistent with West Coast Institute safety and health objectives;

- must provide information, training or supervision for all employees in the correct use of plant equipment and substances used throughout the West Coast Institute;
• should provide appropriate personal protection equipment where necessary;

• must be informed of incidents occurring on the West Coast Institute premises or to company employees so that safety and health performance can be accurately gauged;

• must ensure permissions and agreements are documented and filed to cover students on excursions or work experience with host employers, and

• should refer to The Training Agencies Occupational Safety and Health Manual for guidance in the absence of a specific Institute Policy

3.2 Employees

• must exercise a duty of care for their own health and safety and that of others affected by their actions at work;

• must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health functions;

• should use appropriate personal protection equipment as required;

• must not wilfully interfere with or misuse items or facilities provided in the interests of safety, health and welfare of West Coast Institute employees;

• must, in accordance with agreed West Coast Institute procedures for incident reporting, report potential and actual hazards and incidents to management and/or their elected safety and health representatives;

• should ensure that where responsibility exists for supervising students on excursions or work experience, appropriate paperwork is completed, the new environment is safe and that students are briefed on the relevant OSH rules required in the new location, and

• should refer to The Training Agencies Occupational Safety and Health Manual for guidance in the absence of a specific Institute Policy

3.3 Students, Contractors and Visitors

• must exercise a duty of care for their own health and safety and that of others affected by their actions whilst at the Institute;

• must not wilfully interfere with or misuse items or facilities provided in the interest of safety, health and welfare of people at the Institute;

• must report potential and actual hazards, near misses and incidents resulting in injury to the relevant West Coast Institute officer which may include management and/or Facilities section;

• will ensure all written permissions for work experience or excursions are completed and lodged with WCI and adhere to the OSH rules covering the new environment, and

• comply with the use of appropriate personal protective equipment as required.
4 Reporting

A copy of the Incident Report Register will be tabled at Corporate Executive at least every two months together with bi-annual reports of the OSH Management Plan.

The OSH Management Plan and updates will be tabled bi-annually at the Governance Committee.

Hazards identified during building and grounds safety inspections will be added to the Incident Report Register.

5 Policy Review

This policy will be regularly reviewed in the light of legislation and West Coast Institute changes. Management seeks co-operation from all employees in realising our safety and health objectives and creating a safe work environment. All employees will be advised in writing of agreed changes and arrangements for their implementation.

6 Supporting Legislation/Standards/Frameworks/Policies/Procedures/Documents

Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996
Code of Practice – Occupational Safety and Health in Western Australian Public Sector
WCI Code of Conduct
Student Code of Conduct
The Training Agencies Occupational Safety and Health Manual
OSH Management Plan
Hazard Assessment Procedure
OSH Resolutions of Issues Procedure
Management of Bullying and Harassment Procedure
Incident Report Form
Incident Report Register
OSH Committee Minutes

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<tr>
<th>Michelle Hoad</th>
<th>Member, OSH Committee</th>
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<tr>
<td>Managing Director</td>
<td>Date: 27/8/15</td>
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