

# Workplace Health and Safety

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Blueprint Career Development

## **1 Policy**

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Blueprint Career Development is committed to providing a safe and healthy learning environment. Workplace health and safety are integral to the successful performance of our training programs. This policy outlines our commitment to maintaining a safe environment and the responsibilities of students in achieving this goal.

## **2 Purpose**

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The purpose of this policy is to:

- Ensure a training environment that is safe and free from avoidable risks and hazards.
- Deliver training and undertake assessments to the highest standards of health and safety.
- Maintain training equipment that is safe and operational.
- Provide adequate information on actual or potential hazards to all students.
- Ensure compliance with Work Health and Safety (WHS) legislative requirements.

## **3 Scope**

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This policy applies to all students of Blueprint Career Development.

## 4 Procedures

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### Responsibilities of Blueprint Career Development

Blueprint Career Development is committed to:

- Integrating workplace health and safety into all training operations.
- Identifying hazards, assessing risks, and implementing control strategies to minimise injury.
- Ensuring compliance with relevant health and safety laws.
- Providing safety information, training, and supervision.
- Ensuring that the training environment is safe and without undue risks to health.
- Consulting with students and other parties to address safety issues and improve decision-making on WHS matters.

### Responsibilities of Students

Students are required to:

Adhere to safe work practices, instructions, and rules in the training environment.

Immediately report any unsafe conditions or equipment to the trainer or staff.

Not misuse, damage, or interfere with anything provided in the interest of WHS.

Perform all activities in a manner that ensures their health and safety and that of others.

Cooperate with trainers and staff to achieve health and safety responsibilities.

### Provision of Information

Students will receive information about WHS during the induction process. The Student Handbook contains detailed information on WHS responsibilities, which will be explained by the trainer during induction. Students are required to acknowledge their understanding by signing off during the induction.

### Communication and Consultation

Blueprint Career Development values student participation in our safety system. Students are encouraged to provide suggestions for improvements to WHS policies, procedures, or safe work practices. Safety issues will be communicated regularly through meetings and updates.

### Reporting of WHS Issues

Students who have concerns relating to WHS should report them to the trainer or staff member immediately. Issues can be communicated verbally or via an incident report form. Blueprint Career Development will take immediate action to address and rectify any reported WHS concerns.

## **Work Cover and Injury Management**

Blueprint Career Development is proactive in its approach to injury management and emphasises a safe, timely, and sustainable return-to-work program for injured students who are covered by the Vocational Education Workcover insurance.

We are committed to:

- Promptly reporting injuries.
- Communicating and consulting with all parties to develop an appropriate return-to-work program.
- Ensuring accountability and responsibility for injury management.
- Providing suitable and meaningful activities during the return-to-work process.
- Resolving disputes as required.

In the event of a workplace injury:

- Students must report the injury immediately to their trainer or staff member.
- Blueprint Career Development will assist in completing a work cover claim, if applicable.
- We will coordinate with medical professionals to ensure appropriate and timely medical intervention and return-to-work planning.
- We will provide suitable resources and support throughout the rehabilitation process.
- Incidents and accidents will be reviewed to implement preventive measures and ensure continuous improvement.

## **Legislation**

Blueprint Career Development complies with WHS legislation applicable in each state of operation, including:

- Work Health and Safety Act 2011 (ACT, NSW, QLD, TAS, Commonwealth)
- Occupational Health and Safety Act 2004 (VIC)
- Work Health and Safety Act 2012 (SA)
- Occupational Safety and Health Act 1984 (WA)
- Work Health and Safety (National Uniform Legislation) Act 2011 (NT)

## **Review and Updates**

Blueprint Career Development will review and update this policy regularly to ensure ongoing compliance and effectiveness.