

Document title:	Work Health and Safety (WHS)Policy	
Approving authority:	Board of Directors	
Related policies:	Student Code of Conduct Policy Student Health and Safety Policy Student Pregnancy and Maternity Support Policy Australian Business Compliance Policy Board Governance and Oversight Policy Risk Management Policy Employee Mental Health and Wellness Policy Employee Travel Policy First Aid Policy Onboarding and Induction Policy Substance Abuse and Drug-Free Workplace Policy Vehicle Use and Allowance Policy Whistleblowing Policy Work From Home Policy Work Schedule and Breaks Policy	
Next review:	01/06/2026	
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Purpose

The purpose of this Work Health and Safety (WHS) Policy is to outline ITAC's commitment to providing a safe and healthy working environment for all employees, contractors, students, and visitors. The policy ensures compliance with Work Health and Safety (WHS) laws and regulations in Australia.

2. Scope

This policy applies to all employees, contractors, students, and visitors at ITAC's facilities, as well as employees working off-site or remotely.

3. Policy Statement

ITAC is committed to providing a safe and healthy working environment and fulfilling its duties under the Work Health and Safety Act 2011 and relevant state or territory legislation. The organization will take all reasonably practicable steps to protect the health and safety of its employees, contractors, students, and visitors.

4. Responsibilities

Management is responsible for:

- Implementing and maintaining effective WHS management systems
- Providing adequate resources for WHS initiatives
- Ensuring compliance with WHS laws and regulations
- Promoting a safety culture within the organization

Employees and contractors are responsible for:

- Complying with all WHS policies, procedures, and instructions
- Reporting hazards, incidents, and injuries in a timely manner
- Participating in WHS training and consultation as required

5. Risk Management

ITAC will implement a risk management approach to identify, assess, and control hazards and risks in the workplace. This includes:

- Regular workplace inspections and hazard identification
- Risk assessments and implementation of appropriate control measures
- Monitoring and review of control measures to ensure their effectiveness

6. Training and Consultation

ITAC is committed to providing appropriate WHS training to its employees and contractors. This includes:

- Induction training for new employees and contractors
- Refresher training and ongoing WHS education as required
- Consultation with employees on WHS matters, including changes to work processes, policies, or procedures

7. Incident Reporting and Investigation

All workplace incidents, injuries, and near misses must be reported promptly to management. ITAC will investigate all reported incidents to identify the causes, implement corrective actions, and prevent recurrence.

8. Emergency Preparedness

ITAC will maintain an emergency response plan, including procedures for evacuations, first aid, and emergency communication. Employees and contractors will receive training on emergency procedures and participate in regular emergency drills.

9. Monitoring and Review

ITAC will regularly monitor and review its WHS performance to identify areas for improvement and ensure ongoing compliance with WHS laws and regulations. This includes internal and external audits, as well as the review of policies, procedures, and systems.

10. Policy Review

This WHS policy will be reviewed periodically to ensure it remains current, effective, and compliant with WHS laws and regulations. Any changes to the policy will be communicated to all employees and contractors.
