

## AUSTRALASIAN LEADERSHIP ACADEMY WORKPLACE HEALTH AND SAFETY POLICY

Australasian Leadership Academy (ALA) considers workplace health and safety as an integral part of the success of the organisation and is committed to providing a safe and healthy work environment for all employees, contractors, clients and members of the public.

Australasian Leadership Academy will do this by eliminating or, where this is not practicable, managing workplace health and safety hazards to prevent all injuries, illnesses and dangerous events.

The responsibility for managing workplace health and safety ultimately rests with management, but employees also have important responsibilities that must be met.

Management is responsible for:

- Ensuring the company complies with all legislation relating to workplace health and safety
- Eliminating or minimising all workplace hazards
- Providing adequate information, procedures and training to enable all employees and contractors to do their job safely
- Encouraging and respecting the involvement of all employees in the improvement of workplace health and safety
- Providing appropriate safety equipment and personal protective equipment whenever required

All employees are responsible for:

- Following all safe work procedures, instructions and rules
- Participating in the management of workplace health and safety
- Encouraging other employees, contractors and members of the public to act in a healthy and safe way
- Participating in safety training
- Reporting health and safety issues
- Using the safety equipment and personal protective equipment provided
- The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person

Our goal is to have zero work-related injuries and illnesses to employees, contractors and members of the public. This will only be achieved through the participation, co-operation and commitment of everyone at the workplace.

Signature



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Name Lynne Stephens, Managing Director, Australasian leadership Academy