

Occupational Health and Safety Policy and Procedure



1.0 Policy

The purpose of this policy is to guide Ultimate Institute of Australia to meeting OH&S legislation and addressing OH&S issues in the workplace.

Ultimate Institute of Australia places a high priority on the safety and health of its employees and clients. This policy and procedure has been developed recognising that the well-being of employees and clients can directly affect their job satisfaction, motivation, and overall morale in the institute environment.

Staff at all levels within Ultimate Institute of Australia has specific responsibilities for ensuring the health and safety of staff and students within the workplace. These responsibilities are based on relevant state legislation and reinforced in this document. The specific OH&S responsibilities of staff are dependent on their role within the Ultimate Institute Australia.

2.0 Responsibility

The CEO is responsible for the implementation of this policy and to ensure that the staff are aware of its application and procedures.

3.0 Procedure

- Ultimate Institute of Australia will operate and provide a workplace compliant with regulating health and safety laws, codes of practice, and standards which impact upon its operations.
- Ultimate Institute of Australia shall make every effort to identify, assess, and control hazards both at the company's workplace and sites where the institute staff are required to work.
- These objectives will be achieved through the:
 - Provision of a safe and healthy work environment and systems of work;
 - Maintenance of equipment and facilities under the control of the company;
 - Provision of training for company personnel to enable them to perform their tasks safely;
 - Appropriate response in the event of an incident to ensure an investigation is conducted to prevent a recurrence.
- All Ultimate Institute of Australia personnel, whatever their role, have a primary responsibility to ensure that the work they undertake or supervise is carried out in a safe manner. No task is so important that a persons' safety is put at risk.
- Company personnel are required to:

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- take reasonable care of themselves and others that may be affected by their acts or omissions;
- contribute to and be involved in the company's ongoing management of health and safety;
- comply with all workplace policies and procedures implemented in relation to health and safety; and
- report all situations that may adversely impact on health and safety

4.0 Revision history

Revision	Date	Description of modifications
1 1.0	June 2015	Policy created and approved
2 1.1	August 2016	Policy updated and approved
3		