

Workplace Health and Safety Policy

1. Purpose

To ensure AIST will comply with relevant Commonwealth Work Health and Safety (OHS) Act and regulatory requirements that are relevant to its operation and its Scope of Registration.

2. Scope

AIST ensures that all staff, clients and visitors are fully informed of these safety and health requirements including Emergency Procedures that affect their duties or participation in vocational education and training.

3. Procedure

AIST considers **Risk Management** a top priority in all activities on and off site and WHS is a key element of this risk management. Communication within all levels of the organisation ensures everything from clearly marked exits to spill signage and evacuation plans form the basis of a comprehensive approach.

The Directors of AIST conduct bi-annual Risk Audits and enter any identified Actions into the **Corrective Actions Register**. This includes an Action Date and a Date Closed so that the Administrative Officer can follow up any issues with Directors.

AIST at all times plans for and monitors its staff and clients wherever they are working. Evaluation of WHS matters is included in the Moderation Meetings held either concurrent with contractor meetings; at the end of a Module or Course as relevant.

AIST provides ergonomic equipment at all times and its safe use is discussed at staff meetings regularly. Safe plant and equipment are provided and maintained by AIST.

Environmental protection is AIST concern including disposal of various types of materials from the administrative areas to industrial waste where relevant.