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## Workplace Health and Safety Policy

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## 1 Policy Statement

ATI-Mirage is committed to ensuring a safe, healthy, and supportive environment for all employees, learners, contractors, and visitors. We promote a culture of safety, compliance, and continuous improvement in line with Australian Work Health and Safety (WHS) legislation and best practices. This policy underpins our commitment to proactively identifying, managing, and mitigating risks to protect the health and well-being of everyone involved in our operations.

## 2 Scope

This policy applies to all employees, contractors, learners, and visitors involved in any activity conducted on ATI-Mirage premises or during off-site training sessions. It outlines our commitment to health and safety, responsibilities of all parties, and processes for managing WHS risks effectively.

## 3 Key Principles

At ATI-Mirage, we uphold the following principles:

### 3.1 Providing a Safe Environment

We identify and manage risks to ensure a safe and healthy work and learning environment.

### 3.2 Compliance

We comply with all relevant WHS legislation, regulations, and codes of practice applicable to our operations.

### 3.3 Training and Resources

Employees and contractors receive appropriate training and resources to understand and fulfill their health and safety responsibilities.

### 3.4 Communication and Engagement

We encourage open communication and proactive engagement regarding WHS matters to foster a culture of safety awareness and collaboration.

### 3.5 Management Accountability

Management is responsible for implementing this policy, ensuring legislative compliance, and allocating resources for training, risk management, and incident reporting.

### 3.6 Employee Responsibility

- All employees are expected to:
- Take reasonable care for their own health and safety and that of others.
- Promptly report hazards, incidents, or near misses to their supervisor.
- Each staff member will be allocated to perform a quarterly health and safety inspection, assigned by the RTO/PD Manager and conducted via Microsoft Forms at <https://forms.office.com/r/tDXfTF0Jxw>

### **3.7 Contractors and Visitors**

Contractors and visitors must adhere to ATI-Mirage's WHS guidelines and report safety concerns to staff.

## **4 Incident Reporting and Investigation**

- All incidents and accidents must be reported to management immediately.
- Each report will be documented and investigated to identify root causes and implement corrective actions to prevent recurrence.

## **5 Training and Awareness**

ATI-Mirage ensures all employees, contractors, and relevant parties are trained in WHS practices, enabling them to understand and execute their roles and responsibilities effectively.

## **6 Commitment**

ATI-Mirage is committed to fostering a culture of safety, collaboration, and continuous improvement. By taking a proactive approach to health and safety, we aim to protect the well-being of all stakeholders and enhance the overall quality of our work and learning environment.

## **7 Review and Continuous Improvement**

This policy will be reviewed every 12 months or as required to ensure its relevance, effectiveness, and compliance with current legislation. Updates will be made to enhance our health and safety practices as needed.