

<i>This policy relates to the following corporate documents:</i>	GTNT Group Strategic Plan
<i>This policy relates to the following legislation:</i>	Dangerous Goods Act Electricity Reform Act National Vocational Education and Training Regulator Act 2011 Radioactive Ores and Concentrates (Packaging and Transport) Act Tobacco Control Act 2002 Tobacco Control Regulations 2010 Work Health Administration Act 2011 Work Health and Safety (NUL) Act 2011 Return to Work Act
<i>This policy relates to the following guidelines:</i>	AS/NZS 4801:2001 Occupational Health and Safety Management Systems Standard Australian Apprenticeships Support Network Contract 2020-2022 National Standards for Group Training Organisations 2017

## **Purpose and scope**

GTNT Group recognises its ethical and legal responsibility, to comply with Work Health and Safety legislation and to provide as far as reasonably practicable a work environment that is safe and without risk to health. This is achieved through conformance with the current national Act and Regulations for Workplace Health and Safety, in line with the Group Training Standards 2017 and with guidance from the Occupational Health and Safety Management Systems standard (AS/NZS 4801:2001).

## **Objectives**

GTNT Group is committed to the following (in accordance with legislative obligations):

- Ensuring a safe and healthy working environment for employees (including apprentices/trainees), contractors and visitors at all work sites and prospective host workplaces, within the Northern Territory.
- Regular WHS consultation, co-operation, co-ordination and training with all relevant stakeholders to ensure that WHS management both within GTNT Group offices and at host workplaces is of a high standard.
- Ensuring that procedures implemented, with WHS in mind, uphold the objectives within this policy.

GTNT Group has a commitment to, and aims to ensure that all aspects are met in the following areas:

### **Smoke Free Workplace**

GTNT Group promotes a smoke free workplace – As reflected in our Smoke Free Workplace procedure (WHS-CP001). GTNT Group is committed to protecting the health of company employees, contractors and visitors by eliminating exposure to environmental tobacco smoke in and around all company premises and facilities, including motor vehicles.

### **Drugs and Alcohol**

GTNT Group is committed to a drug and alcohol free workplace. The Drug and Alcohol Procedure (WHS-CP002) sets out the conditions and process for random drug and alcohol screening for all apprentices, trainees and staff at GTNT Group.

### **Fitness for work**

GTNT Group's Fitness for Work Procedure (WHS-ST002 (staff) WHS-AP002 (apprentices)) communicates the importance behind making sure that all staff and apprentices/trainees are committing to entering their workplace in a manner that should not cause risk or harm to themselves or others. GTNT Group strongly encourages the principles behind good health and an all-round general fitness for the workplace.

## **Responsibilities**

The CEO and Board of Directors will ensure that WHS responsibilities are appropriately defined and that managers receive training and resources they need to carry out their WHS responsibilities. These further responsibilities are listed within the WHS Commitment document (WHS-ST004-01).

This policy is endorsed by the CEO and the Board of Directors. It is to be administered by all members of management and adhered to by all staff.

## **Management**

- Managers hold positions of responsibility in the organisation and, as such, they are required to ensure that all reasonable steps have been taken to uphold all of these objectives.
- Management will demonstrate appropriate behaviour in relation to these objectives.
- Management will promote and enforce WHS requirements.

## **Supervisors/Coordinators**

- Supervisors are required to implement agreed strategies to promote each of these objectives.
- Supervisors are responsible for ensuring all staff are aware of the policy and related procedures for each of these objectives.
- Supervisors are to demonstrate appropriate behaviour and ensure others demonstrate company WHS requirements.

## **Human Resources, Safety and Environment Coordinator**

- Promote, train and increase awareness of WHS to all staff
- Continuously improve WHS systems and processes to mitigate company risk
- Manage apprentice workers compensation claims
- Ensure WHS standards are maintained and enforced with all staff and management
- Review all company WHS policies and procedures
- Report and escalate all WHS matters
- Ensure GTNT Group complies with all WHS legislative requirements

## **All staff**

- All staff have a responsibility to actively embody all aspects required within these objectives.
- All employees are encouraged to report any breaches of the objectives set within this policy.

## **Monitoring and review**

The Senior Leadership Team will continuously monitor and review this policy in accordance with legislation and other factors relevant to GTNT Group.

## **Authorised by**

This policy seeks advice for any changes from the Business Development Manager and Human Resources Manager.

This policy is authorised by the Senior Leadership Team and is endorsed by the Chief Executive Officer.

<i>This policy relates to the following procedures:</i> All procedures containing a code preceded with (WHS)
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