



Australian Skills Centre Pty Ltd t/as Austech Business Institute

ACN: 132 817 997 | ABN 95 132 817 997

RTO Provider Code: 91744 | CRICOS Provider Code: 03249F

Suite 1, Level 1 70 – 76 Princes Highway, Arncliffe, NSW 2205, Australia

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## Occupational Health And Safety Policy

Austech Business Institute is committed to protecting the health and safety of its employees, contractors and others who may be affected by the activities of the Company. It will meet this commitment by:

- Providing, where practical, a safe working environment without risks to health
- Providing and maintaining equipment and systems of work that are safe and without risks to health
- Providing adequate information on hazards and how to avoid and reduce their threat
- By providing instruction, training, leadership and supervision of employees to enable them to work safely.

Austech Business Institute is committed to the continual improvement of health and safety in the workplace and seeks the cooperation of all employees to achieve and maintain a safe working environment.

### Responsibilities

*Managers* at Austech Business Institute Have the responsibility to:

- Establish risk management strategies to minimize the risk of injury or illness to people and damage to property
- Ensure any relevant legal obligations are communicated and enforced
- Encourage consultation in addressing safety issues
- Develop and implement safe systems of work
- Provide adequate safety information, training and supervision
- Ensure all persons in the workplace act safely

*All employees* of Austech Business Institute Have the responsibility to:

- Cooperate with and encourage others to ensure all employees are able to work in a safe working environment
- Adhere to safe work practices, instructions and rules
- Immediately report any unsafe work conditions or equipment to management
- Not misuse, damage, refuse to use, or interfere with any equipment, Personal Protective Equipment (“PPE”) or any other thing provided in the interest of occupational health and safety
- Perform all work duties in a manner that ensures individual health and safety and that of all other employees, contractors or any other person on the premises

Austech Business Institute takes its health and safety responsibilities seriously and expects all employees, including managers and supervisors to do the same. As such, any person found to be acting in breach of the Company’s policy will be subjected to disciplinary action, which may result in termination of employment.



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Document No. & Name:	Occupational Health and Safety Policy V4
Quality Area:	SC Students & Clients
Author:	Austech Business Institute
Status:	Approved
Approved By:	Ashish Jain
Approval Date:	14/12/2022
Review Date:	01/12/2022
Standards:	