

	TASK	RESPONSIBILITY	REFERENCE	GUIDELINES
1	Applied Innovative Services (AIS) and Innovative Training & Recruitment (ITR) are committed to the effective management of Work Health & Safety, which is as equally important as other business considerations.	Principal		
2	In fulfilling this responsibility AIS & ITR accepts its duty of care to provide and maintain a working environment, as far as is reasonably practicable, that is safe and without risks to health. In particular AIS & ITR is committed to the identification of hazards and the assessment and control of associated risk.	Principal		
3	AIS & ITR aim to minimise the risk of workplace injury & illness of our employees & other persons (visitors, contractors, subcontractors, labour hire, volunteers, work-placements and the community) by adopting a planned & systematic approach to the management of Work Health & Safety (WHS), including the provision of resources to support its implementation.	Principal		<p>The objectives of this policy are to ensure;</p> <ul style="list-style-type: none"> ▪ A pro-active approach ensuring all hazards & risks to health & safety are identified, assessed & where they cannot be eliminated, are effectively controlled. ▪ Commitment to consultation for WHS, effective rehabilitation and claims management. ▪ Specific targets for the company's WHS and Injury Management programs are set and monitored, enabling company personnel to determine and improve their level of performance in this area.
4	<p>To achieve these objectives, AIS & ITR shall:</p> <ol style="list-style-type: none"> 1. Ensure legislative compliance by the continual review of all policies and procedures against the requirements of the Work Health & Safety Act 2012, Work Health & Safety Regulations 2012, Workers' Rehabilitation and Compensation Act 1986 and any other applicable Standards and Codes of Practice to guarantee continuous improvement with our WHS Management System. 	Principal	<p>Legislation, relevant Standards & Codes of Practice, Statutory Requirements, Quality Management System ></p>	<ul style="list-style-type: none"> • WHS Act 2012 • WHS Regulations 2012 <p>AIS-009EF – Return to Work Act 2014 Statutory requirements; Quality Management System; and Any other applicable Standards and Codes of Practice.</p>

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	<p>2. Ensure the policies and procedures guide Managers, Supervisors and employees in carrying out their responsibilities.</p> <p>3. Ensure all employees have the opportunity to participate in the development and review of all AIS / ITR policies and procedures via consultation.</p> <p>4. Ensure safety practices and procedures are implemented and maintained throughout the company that are relevant to the business activities, comply with statutory requirements and promote the involvement of all personnel in the maintenance of a safe working environment.</p> <p>5. Commit to utilising appropriate internal &/or external expertise when required.</p> <p>6. Provide the training, instruction and supervision necessary to support Work Health & Safety in the various areas of business activities.</p> <p>7. Plan to integrate other Management Systems, such as our Quality Management system.</p>	Principal		
5	<p>The Managing Director is responsible and accountable for organisation's overall compliance.</p> <p>The company's senior management is charged with leading the program's development through consultation with all appropriate parties and allocation of the necessary resources to the program.</p>	Principal / Managers		

Procedure: WHSP01 – WHS Policy

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6	The workforce is expected to implement the necessary WHS and Injury Management policies and procedures and ensure a duty of care to all those they work with.	AIS Employees		
7	Applied Innovative Services acknowledges that the ultimate responsibility lies with its Managing Director. Supporting policies and procedures to this policy statement which detail actions and accountabilities can be found in the company WHS manual	Principal	AIS / ITR WHS Manual	

Signature: _____
Managing Director

Date: ____/____/____