



Occupational Health and Safety – Apprentices and Trainees

1 GROUP TRAINING ORGANISATION (GTO) NATIONAL STANDARDS

NextGen Jobs is a GTO, committed to meeting the following national compliance standard/s:

Standard 1 – Recruitment, Employment and Induction

1.1: Before apprentices/trainees enter into an Employment Contract, the GTO informs them about their employment conditions, the host employer arrangement, the training, support services to be provided and the rights and obligations of the parties.

2 OCCUPATIONAL HEALTH AND SAFETY – APPRENTICES AND TRAINEES POLICY

As the legal employer, NextGen Jobs has a responsibility for the health and safety of its apprentices and trainees placed in the workplace with Employer Partners, ensuring an environment without risk to physical, mental or emotional health.

3 PURPOSE

To ensure apprentices and trainees employed by NextGen Jobs are placed in safe working environments and all work is carried out safely.

4 SCOPE

This policy applies to all NextGen Jobs apprentices, trainees and Employer Partners.

This policy applies to the following legislation:

- Australian Human Rights Commission Act
- Fair Work Act
- Occupational Health & Safety Act

5 KEY RESPONSIBILITIES

General Manager

- Ensure employees who manage apprentices and trainees adhere to this policy
- Set a superior safety culture, led by safety awareness and accountability

Industry Consultants

- Undertake an occupational health and safety assessment upfront and then annually
- Promote and encourage ongoing and accountable safety practices with apprentices and trainees at all times

Apprentices and Trainees

- Be aware, diligent and proactive in dealing with workplace safety
- Take all reasonable and practicable steps to ensure your own health and safety and that of any other person in the workplace
- Report potential and actual hazards in the workplace with the Employer Partner and NextGen Jobs
- Report any injuries in the workplace to the Employer Partner and NextGen Jobs
- Abide by health and safety directions provided in the workplace

Employer Partners

- Provide and maintain a safe workplace for apprentices and trainees (a duty of care under the Act)

6 POLICY

Employer Partners have a duty of care under the Act to provide and maintain a safe workplace for contracted labour.

An employee while at work must take all reasonable and practicable steps to ensure the employee's own health and safety and that of any other person.

Employer Partners

In accordance with the relevant State or Federal Health and Safety legislation:

For the purposes of the relevant State or Federal Health and Safety legislation, the Employer Partner may be defined as 'The Employer' of the apprentice or trainee under the legislation and may be held liable for any injury or illness caused by lack of supervision, malpractice or negligent action.

Where applicable, NextGen Jobs will provide apprentices and trainees with Personal Protective Equipment (PPE) as required and replace due to fair wear and tear.

The Employer Partner will ensure that apprentices and trainees are provided with additional personal protective equipment and/or specialised equipment that is required to perform allocated duties or a requirement in Site Agreements.

The Employer Partner will:

- Provide a Workplace Health and Safety induction to all NextGen Jobs employees that commence within their organisation
- Provide NextGen Jobs with a copy of its Workplace Health and Safety policy
- Have a process in place to identify hazards and risks in the workplace and procedures of rectification
- Provide relevant health and safety information and training and ensure an adequate level of supervision with respect to working in a safe and healthy manner
- Regularly monitor and review records relating to employee health and safety and the effectiveness of safe working procedures and policy
- Provide or place employees within a workplace designed to satisfy their health, safety and wellbeing requirements
- Monitor the provision and maintenance of safe plant and equipment and appropriate personal protective equipment

NextGen Jobs must be notified immediately in the event of a work related injury or illness.

No NextGen Jobs apprentice/trainee is permitted to work with asbestos at any time, or for any reason.

No NextGen Jobs apprentice/trainee is permitted to work in confined spaces as defined in the relevant State or Federal Workplace Health and Safety legislation, without obtaining written permission from NextGen Jobs.

The transportation, storage, handling and application of hazardous substances involving NextGen Jobs apprentices/trainees will comply with the relevant State or Federal Health and Safety legislation.

No NextGen Jobs apprentice/trainee will be 'on-loaned' or placed with any other organisation by the Employer Partner. Any change in the Employer Partner's work location, with the exception of usual site work, is to be notified to NextGen Jobs prior to relocation.

The Employer Partner shall agree that NextGen Jobs staff shall have the right of reasonable access to apprentices and trainees during working hours on site for the purpose of supervising and conducting Workplace Health and Safety assessments and monitoring.

All NextGen Jobs Industry Consultants are trained in the field of Workplace Health and Safety and are more than willing to assist Employer Partners with application of this policy.

Apprentices and Trainees

NextGen Jobs requires all its apprentices and trainees to be attentive and accountable for safety in the workplace, and to:

- Abide by health and safety laws at all times, as per their Occupational Health and Safety State Obligations
- Successfully complete the Safety at Work online safety induction prior to commencing in the workplace
- Report potential and actual hazards and injuries immediately to NextGen Jobs
- Wear the appropriate personal protective equipment, as required
- Abide by equipment and machinery instructions at all times
- Listen and abide by instructions provided by the Employer Partner
- In all circumstances, do not lift or manually handle items larger or heavier than can be easily supported. If in doubt, ask for assistance.
- Abstain from the use of illicit drugs on Employer Partner premises or attending other business related premises (e.g. clients) under the influence.
Note: NextGen Jobs has a zero tolerance policy in regards to the use of drugs and alcohol at work. Refer to the Drug and Alcohol Policy for full details.
- Abstain from smoking on workplace premises and/or surrounds. No special privileges will be afforded to smokers. Excessive smoking breaks will be regarded as absenteeism and disciplinary action may be taken.

7 PROCEDURE

Where an apprentice/trainee or colleague is injured in the workplace, the following steps must be followed:

Note: The first priority in the event of an injury at work is medical attention.

- The injured worker or nearest colleague should initially contact the registered first aid officer
- In the event of any apparently serious injury, an ambulance should be contacted immediately
- If a workplace injury, incident or near miss occurs, the first available worker must report the incident to the Employer Partner manager/supervisor and the NextGen Jobs Industry Consultant
- The Industry Consultant to complete an Injury or Incident Report – Apprentices and Trainees form with the apprentice/trainee and Employer Partner manager/supervisor. This report must include:
 - Employee/injured details
 - Time and location the injury/incident occurred
 - Details of first aid treatment
 - Details of the injury including but not limited to, part of the body injured
 - Name of the first aid officer
- Follow the Injury Management procedure above for minor or major injuries



8 RECORDS

Related Documents/Forms/Policies	Storage
Child Safety Policy	SharePoint
Drug and Alcohol Policy	SharePoint
First Day OHS Worksite Orientation Checklist – Apprentices and Trainees	SharePoint
Injury or Incident Report – Apprentices and Trainees form	SharePoint
Occupational Health and Safety Obligations (VIC) – Apprentices and Trainees	SharePoint
Occupational Health and Safety Obligations (NSW) – Apprentices and Trainees	SharePoint
Occupational Health and Safety Obligations (QLD) – Apprentices and Trainees	SharePoint
Occupational Health and Safety Obligations (WA) – Apprentices and Trainees	SharePoint
Safety at Work Online Policy	SharePoint

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