



Work Health and Safety Policy

Version	Approved by	Approval Date	Effective Date
1.0	Operations Manager	03 June 2026	03 June 2026
Policy Statement			
Purpose	Universal Training Institute (UTI) undertakes to regularly review this Policy to consider changes in legislation, activities, services, and products. A review may result in changes being made to this Policy from time to time, which all UTI employees, consultants, contractors, visitors and business partners must comply with at all times.		
Scope	This Policy applies to: <ul style="list-style-type: none"> ▪ all UTI employees (whether full-time, part-time, or casual) and all persons performing work at the direction of, or on behalf of UTI, for example, contractors, subcontractors, agents, consultants, temporary staff, volunteers, and 'workers' as otherwise defined under relevant occupational/work health and safety (OHS/WHS) legislation); and ▪ all workers and visitors must comply with this Policy and any other reasonable instruction, Policy, or procedure communicated from time to time by UTI. Failure to follow safe work systems, misuse of health and safety equipment, bypass risk control mechanisms, or interfere with another person's efforts to work safely may infringe the WHS legislation. Noncompliance will be managed according to UTI's Code of Conduct. 		
Policy Provisions			

1. Overview

UTI is committed to providing a safe and healthy working environment for all employees and visitors, so far as reasonably practicable. This will be achieved by management and employees working together, following health and safety policies, processes, and procedures monitored, reviewed, and audited to achieve best practice.

In so far as this policy imposes any obligations on UTI (i.e. those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees (i.e. those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set in an employee's written employment contract. .

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Work Health and Safety Policy

2. Policy Principles

Under the WHS legislation and WHS regulations, UTI has obligations to ensure, as far as is reasonably practicable, the following:

- to ensure that the workplace under its control is as far as reasonably possible safe and without undue risks to any person's health;
- to provide and maintain safe plant and structures;
- to provide and maintain safe systems of work;
- to implement and communicate processes for the safe use, handling, and storage of plant, structures, and substances;
- to provide adequate facilities for the welfare at work of employees in carrying out UTI's business and ensuring access to all appropriate UTI facilities;
- to ensure that relevant health and safety laws that apply to working conditions and the work environment are observed and enforced;
- to provide information, training, instruction, and/or supervision as is necessary to protect all persons from risks to their health and safety arising from work carried out at UTI;
- to monitor workers' health and workplace conditions to prevent illness or injury of workers arising from the conduct of UTI (to the extent permitted by privacy law);
- to consult with workers and other parties to address safety issues and improve decision making on workplace health and safety matters;
- to ensure in so far as reasonably possible that the behaviour of all persons in the workplace does not cause undue risk to the health and safety of themselves and of others;
- to support and assist workers in effective injury management and rehabilitation.

UTI will also seek to improve its WHS systems, materials, and performance continually.

3. Implementation

Strategies implemented to support this Policy are:

- The UTI Management and Compliance regularly monitor and reviews the WHS Compliance.
- UTI's Management and Compliance will oversee WHS implementation through monthly reporting via the CFO.
- The establishment of a Health and Safety Committee (Management, Compliance and Trainers) as required by the WHS legislation.
- Procedures in place for the identification and control of hazards.
- Procedures in place for the investigation and reporting of all accidents and dangerous incidents.
- Consultation with UTI employees on health and safety matters as required by the WHS legislation.
- The provision of first aid and emergency procedures.

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- The provision of WHS information and training for UTI employees. Ongoing reviews and continual improvement of the UTI WHS policy.
- Communication: This Policy will be available via the UTI intranet.

4. Responsibilities

a) UTI members and UTI Operations Manger and CEO have ultimate responsibility for the management of health and safety at UTI. Under work health and safety laws, UTI must ensure its Management take all reasonable and practical steps to fulfill health and safety obligations; otherwise, UTI may be liable if an incident occurs in the workplace.

(b) UTI Operations Manager is responsible for providing leadership to ensure the effective implementation of and adherence to this Policy.

(c) UTI Management and managers are responsible for implementing this Policy in their business or operational area.

All managers are responsible for:

- the maintenance of the workplace in a safe and secure condition;
- active involvement in the development, promotion, and implementation of health and safety policies and procedures;
- training employees in the safe performance of their assigned tasks; and
- providing appropriate resources to meet UTI's health and safety commitments.

(d) All UTI employees, consultants, contractors, visitors and business partners are responsible for complying with the following when attending UTI's premises:

- taking reasonable care for their own safety and the safety of others;
- complying with any reasonable instruction, policy, or procedure concerning health and safety;
- ensure they are not under the influence of alcohol, drugs or medication of any kind where doing so could adversely affect their ability to perform their duties safely or efficiently;
- ensure they only perform work when they are fit to do so (including not being ill, injured or fatigued);
- use and maintain any required Personal Protective Equipment;
- immediately report any accident or "near miss" to UTI;
- immediately report any unsafe work condition or equipment to UTI;
- report any injuries sustained whilst working for UTI and seek appropriate first aid;
- advise UTI, as soon as practicable, of any symptoms that may lead to adverse health issues arising from prolonged and/or repetitive work activities;
- not misuse, damage, refuse to use, or interfere with any equipment or other materials provided in the interest of workplace health and safety;
- encourage fellow staff members, students and visitors to create and maintain a safe and healthy work environment;
- co-operate with any health and safety initiative, inspection or investigation introduced.



Work Health and Safety Policy

UTI recognise that employee consultation and participation in UTI's safety system is vital and improves decision-making about health and safety matters in the workplace.

Consultation is also included in the process of risk assessments and the development of UTI's safe work practices.

Members of staff will be actively involved in the workplace safety system. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to management. Meetings to consult and inform staff on safety issues shall be conducted through staff meetings, as regularly as is necessary.

Members of staff will be made aware of safety issues relating to their jobs on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed.

UTI expects all members of staff to be committed to working with management in order to effectively manage health and safety on the job. Staff are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with management and/or at staff meetings.

4. Workplace Injuries - Rehabilitation and Return to Work

UTI is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for injured or ill workers.

UTI is committed to:

- prompt injury notification;
- communication and consultation with all parties to develop an appropriate return to work program;
- accountability and responsibility for injury management being clearly understood;
- provision of suitable meaningful activities during the return-to-work process; and
- dispute resolution as required.

UTI will ensure the following positive approach in meeting these objectives, including:

- early reporting of injuries;
- appropriate and timely medical intervention and return to work planning;
- provision of suitable resources and productive duties for the injured worker;
- positive support and encouragement during the rehabilitation process; and
- review of incidents and accidents to seek preventive measures and continuous improvement.



Work Health and Safety Policy

Accountabilities	
Responsible Officer	Operations Manager, Compliance Manager, CEO
Contact Person	Operations Manager
Definitions and Acronyms	
WHS	means work health and safety in the work environment.
WHS legislation	means the Work Health and Safety Act 2011 (NSW),
WHS Management System	UTI's Work Health and Safety Management system including policies, processes, guidelines, and procedures
WHS regulations	means the Work Health and Safety Regulations 2011 (NSW)