

WORKPLACE HEALTH AND SAFETY POLICY

RELEVANT STANDARD/S	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Standard 2.5
PURPOSE	<p>Dynamite Studios Australia is committed to providing quality training and assessment, in accordance with the Standards for Registered Training Organisations (RTOs) 2025. As such, Dynamite Studios Australia complies with relevant Federal, State and Territory laws, including those pertaining to work health and safety.</p> <p>The policy ensures that Dynamite Studios Australia complies with the Work Health and Safety Act of 2011 and other relevant Commonwealth Work Health and Safety (WHS) regulatory requirements that are related to its operation and scope of registration.</p>
VERSION	v 1.0
UPDATED	06 August 2025

POLICY PRINCIPLES

Underpinning Principles

1. Dynamite Studios Australia consults its employees regarding Work Health and Safety (WHS).
2. Risk Management is a top priority in all activities on and off site, and WHS is essential to risk management. Communication within all levels of Dynamite Studios Australia ensures everything from clearly marked exits to spill signage and evacuation plans, and will be the foundation of a comprehensive approach to WHS.
3. The Artistic Director of Dynamite Studios Australia conducts safety risk audits bi-annually. Any identified risks will be logged into the **Continuous Improvements Register**.
4. Dynamite Studios Australia continuously monitors the welfare of its clients and employees and has contingencies for situations that may negatively affect their health and safety.
5. Matters pertaining to WHS are regularly discussed in management meetings.
6. Dynamite Studios Australia ensures that its employees and clients have ergonomic equipment.
7. Staff meetings regularly include discussions about the safe use of equipment.
8. Dynamite Studios Australia ensures that it provides and maintains safe plant and equipment.
9. Dynamite Studios Australia promotes environmental protection, and ensures that proper disposal of various materials, including industrial waste where relevant, is carried out by all employees.

First Aid

1. Dynamite Studios Australia always has employees on duty who are qualified to administer first aid.
2. Dynamite Studios Australia ensures that only qualified employees administer first aid.

Management of Workplace Hazards / Risks

1. Dynamite Studios Australia conducts regular safety checks in the workplace.
2. Trainers/assessors must conduct a safety inspection of the learning environment prior to the commencement of training and assessment every day.
3. Identified hazards will be reported to the Artistic Director of Dynamite Studios Australia immediately.
4. Hazard management will include:
 - a. hazard identification;
 - b. risk assessment;
 - c. risk control; and
 - d. monitor and evaluation.

Reporting Accidents and Incidents

All accidents and incidents will be reported to the Artistic Director of Dynamite Studios Australia immediately.

Emergency Management Plan

In the event of an accident or incident, emergency management plans must be followed. These may include:

1. administration of first aid;
2. organising medical assistance (Paramedics, Doctors, Transport to Hospital/Medical facility);
3. bomb threat protocols;
4. evacuation protocols; and
5. hazard corrective actions.

DYNAMITE STUDIOS AUSTRALIA'S RESPONSIBILITIES

Dynamite Studios Australia will:

1. provide a safe working environment with adequate facilities and amenities;
2. maintain safe working conditions through continuous monitoring of the work environment;
3. ensure that employees have enough information about workplace health and safety, particularly about the reporting of health and safety issues;

4. maintain the health and safety records of employees;
5. assign a manager to be Dynamite Studios Australia's health and safety representative; and
6. allow employees to assign one of their peers to be their health and safety representative.

EMPLOYEES AND CLIENTS' RESPONSIBILITY

All employees and clients are primarily responsible for:

1. their own health and safety, and for the health and safety of those who may be affected by their acts and omissions;
2. cooperating with Dynamite Studios Australia regarding compliance requirements imposed by or under the Work Health and Safety Act of 2011;
3. avoiding wilful, reckless misuse of safety equipment; and
4. ensuring the health and safety of everybody in Dynamite Studios Australia by not wilfully putting anyone's health and safety at risk.

LEGISLATION

1. Dynamite Studios Australia abides by the Work Health and Safety Act 2011.
2. Dynamite Studios Australia adheres to the Act's WHS framework, and secures the health and safety of employees and workplaces by:
 - a. protecting employees and clients against hazards to their health, safety and welfare through the elimination or minimisation of risks arising from work;
 - b. providing for fair and effective workplace representation, consultation, cooperation and issue resolution in relation to WHS;
 - c. promoting updates in WHS practices among unions and employer organisations, and helping employers and employees achieve a healthier and safer work environment;
 - d. promoting the provision of advice, information, education and training in relation to work health and safety;
 - e. enacting necessary measures to ensure compliance with the Work Health and Safety Act of 2011;
 - f. ensuring proper scrutiny of persons who perform functions under the Work Health and Safety Act, and proper reviews of actions they have taken in this capacity;
 - g. providing a framework for continuous improvement and progressive WHS standards; and
 - h. maintaining and strengthening the national harmonisation of laws relating to WHS and facilitating a consistent national approach to WHS in this jurisdiction.

RECORDS MANAGEMENT

All documentation from WHS processes are maintained in accordance with Records Management Policy.

MONITORING AND IMPROVEMENT

All WHS practices are monitored by the Artistic Director of Dynamite Studios Australia. Areas for improvement are identified and acted upon.

VERSION CONTROL

VERSION CONTROL TABLE					
DATE	MODIFICATIONS	MODIFIED BY	VERSION	IMPLEMENTED	NEXT REVIEW
06 AUG 2025	DOCUMENT FORMATTED	ABBE BRADBURY	v. 1.0	06 AUG 2025	-