



**Mining and
Automotive**
Skills Alliance

Work Health and Safety Policy

Version 1.2



Contents

1	Purpose	3
2	Scope	3
3	Associated Legislation	3
4	Standards	3
5	Key Terms and their Definitions	7
6	Document History and Contact Details	8

1 Purpose

The purpose of this policy is to ensure the Mining and Automotive Skills Alliance (AUSMASA) complies with the Occupational Health and Safety Act 2004 (Vic) and the Work Health and Safety Act 2020 (WA) and other relevant state legislation. Both of these Acts provide guidelines for establishing and implementing programs to reduce workplace hazards, protect lives, and promote the health, safety, and welfare of our workforce.

AUSMASA is committed to safeguarding the physical and psychological health, safety and welfare of all people who interact with the organisation, discharging its workplace health and safety obligations and creating a business culture of genuine care for the health, safety and wellbeing of our workforce and the communities we work in.

2 Scope

This policy applies to AUSMASA's:

- Board
- Advisory Panels and Committees
- Chief Executive Officer (CEO)
- Executive Leadership Team
- Employees
- Contractors and sub-contractors

3 Associated Legislation

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)
- Workers' compensation legislation that operates in each state and territory

4 Standards

AUSMASA is committed to taking all reasonably practicable steps to safeguard its workforce's rights to work in an environment that is safe and without risks to health and safety.

We recognise that workplace health, safety and wellbeing is integral to achieving excellence in our work and performance outcomes. We therefore aim, as far as reasonably practicable, to:

- prevent workplace injuries and illnesses
- promote a safe and healthy workplace culture
- provide a framework for consulting, collaborating, and communicating with our workforce and health and safety representatives
- consider workplace health and safety in project planning and work activities
- investigate to find root causes, develop strategies for overcoming or managing and

reducing safety risks before incidents occur, prevent health and safety risks through training and promote a safe and healthy workplace by initiating conversations

- ensure that our workforce understands their rights and responsibilities, and can identify, assess and control risks in the workplace
- drive continuous improvement in workplace health, safety and wellbeing
- maintain a fair and equitable workers' compensation and claims management process for the rehabilitation of injured parties
- promote a workplace environment that is free from psychological hazards and risks
- monitor third party suppliers to ensure that applicable contractual arrangements for the supply of goods and services are undertaken and comply with all work health and safety requirements

AUSMASA will achieve its commitments by developing, resourcing and implementing proven and effective procedures and processes that set out clear steps that our workforce must consistently follow or apply when responding to health and safety hazards or the incidence of risks, to ensure that the correct outcome is reached and/or risks are effectively managed or eliminated quickly and effectively.

4.1 Health and Safety Representatives

AUSMASA recognises that effective consultation and representation are essential to maintaining a safe and healthy workplace. As a best practice measure, we appoint Health and Safety Representatives (HSRs) to provide workers with a dedicated point of contact for health and safety matters. HSRs play a vital role in fostering a proactive safety culture, ensuring risks are identified and managed, and supporting compliance with legislative requirements.

HSRs are responsible for:

- representing workers on any health and safety matters that require escalation to the CEO or Board of Directors, and report all responses/outcomes back to workers
- upon request, investigate and then represent workers in relation to any valid health and safety-related complaints to the CEO or Board of Directors
- working with AUSMASA's management to discuss workplace health, safety and wellbeing issues and improve health, safety and wellbeing standards
- communicating to workers details of any proposals or matters which may affect their health or safety at work
- assisting AUSMASA's management in identifying hazards, assessing risks, and implementing risk control measures
- promoting adherence to health and safety policies and procedures at all levels of AUSMASA's business
- assisting AUSMASA's Senior Leadership Team (SLT) in monitoring risk controls and the effectiveness of health and safety policies and procedures.

There are currently two Health & Safety Representatives (HSRs) appointed by workers, one for

the Melbourne office and one for the Perth office.

Details on how to contact them are available on Jarvis.

4.2 Injury and first aid

AUSMASA has systems in place to support workers who are injured or ill at work. This includes formal first aid measures, including access to trained first aid officers, first aid kits, and defibrillators where required. Workers are also supported with a Return to Work Coordinator to assist with planning and managing a safe return to work.

4.3 Workplace Health and Safety Consultation

AUSMASA supports constructive engagement on workplace health and safety matters. Formal and informal processes are in place to engage with personnel on matters affecting their health, safety and wellbeing. This includes, but is not limited to, direct manager engagement and reporting in AUSMASA's employee management portal, team meetings, surveys and formal feedback channels.

4.4 Accountabilities for Workplace Health, Safety and Wellbeing

	Accountabilities
Board	<ul style="list-style-type: none"> Oversee the Work Health and Safety Policy and monitor its effectiveness Approve the Work Health and Safety Policy
Risk, Audit and Finance Committee	<ul style="list-style-type: none"> Review and endorse the Work Health and Safety Policy for Board approval
Senior Leadership Team (SLT)	<ul style="list-style-type: none"> Executive Directors must understand and exercise due diligence in relation to health, safety and wellbeing Regularly monitor and report on health and safety, and contribute to building a positive health and safety culture Ensure adequate resources and expertise are provided to implement and maintain health, safety and wellbeing systems
Managers	<ul style="list-style-type: none"> Apply and adhere to health, safety and wellbeing systems and programs for maintaining a physically and psychologically healthy and safe workplace Ensure the health and safety of personnel by providing them with appropriate information, training and supervision
People & Culture	<ul style="list-style-type: none"> Develop and enhance health, safety and wellbeing systems by providing people, processes and system capability to support their implementation, operation and testing. This includes policies, processes, guides and tools

	<ul style="list-style-type: none"> • Provide advice, guidance and oversight of health, safety and wellbeing compliance to the SLT and managers • Identify issues and trends and escalate as necessary • Identify, track and forecast impending regulatory changes and work with the SLT to determine impact and implement changes
Governance, Risk & Assurance	<ul style="list-style-type: none"> • Advise and provide guidance to People & Culture to effectively identify, measure and mitigate their risks and to identify and understand their obligations (as applicable) • Provide independent assurance that AUSMASA's risk management, governance and internal control processes regarding health and safety are operating effectively
Workforce	<ul style="list-style-type: none"> • Take reasonable care of their own health, safety and wellbeing • Take reasonable care that their conduct does not adversely affect the physical and psychological health, safety and wellbeing of others • Comply and co-operate, so far as is reasonably able, with any reasonable instruction that is given by AUSMASA, including any policy or procedure for maintaining a safe and healthy workplace

5 Key Terms and their Definitions

Term	Definition
Workforce	Each employee, officer, contractor, subcontractor, supplier and agent of AUSMASA or all of them as a group, as the context requires.
Worker	A person who carries out work for AUSMASA, including employees, officers and contractors who perform work under the organisation's direction or control. This does not automatically include subcontractors, suppliers, or agents who operate independently of the organisation.
Wellbeing	A holistic approach encompassing the physical, mental and psychosocial health of workers. It includes welfare as required under applicable Victorian and Western Australian work, health and safety legislation. Welfare includes the provision and maintenance of safe systems of work, suitable facilities, a work environment that is safe and free of risks to health so far as reasonably practicable, and measures to prevent injury, illness and work-related harm.
Third party	Any individual or organisation that personnel come into contact with during the course of working for or being engaged by AUSMASA, and includes AUSMASA's actual and potential clients, business contacts, contractors, agents and government and public bodies.
Workplace	Places where people undertake work in connection with AUSMASA, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.

6 Document History and Contact Details

Version

Number	1
Version	1.2
Implementation date	28 June 2022
Review date(s)	19 November 2025
Next review date	30 April 2027
Review frequency	<input checked="" type="checkbox"/> Every year <input type="checkbox"/> Every two years <input type="checkbox"/> Every three years

Revision History

Revision date	Summary of amendments	Prepared by	Version
May 2023	Amendment to new brand template. Update of Audience.	Organisational Development Assistant	1.1
November 2025	Updated to new Policy template and updated content	Senior Advisor, Governance & Strategy and Head of People and Culture	1.2

Contact Details

Owner	<input checked="" type="checkbox"/> Board <input type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Executive Director, Operations and Corporate Services
Contact officer	<input checked="" type="checkbox"/> Head of People and Culture <input type="checkbox"/> Manager, Governance and Risk <input type="checkbox"/> Finance Business Partner