

Workplace health and safety

It is the policy of HTA to ensure that, as far as is reasonably practicable, trainees are safe from injury and risks to health while at work and training.

The Host Employer must, as far as is reasonably practicable, provide and maintain a working environment where trainees are not exposed to hazards, workplace harassment, and victimization or bullying. This includes but is not limited to:

- Providing and maintaining workplaces, equipment and systems of work that do not expose trainees to hazards;
- Providing information, instruction, training and supervision so that trainees can perform their work safely;
- Provide adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace; and
- Ensure safe use, cleaning, maintenance, transportation and disposal of infectious or hazardous substances in the workplace.
- Ensure trainee is not subject to workplace harassment, victimization or bullying.

Trainees are required to take reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work.

Trainees must comply as far as they reasonably can with instructions given by their Host Employer, HTA or training provider in the interest of health or safety. They also must cooperate with their host employer or HTA in carrying out his or her duties under the Occupational Safety and Health Act.

Trainees must report all work related injuries and hazards in the workplace to both the host employer and HTA as soon as they occur. The host employer must have a system in place where the trainee has access to an incident book where they can write down all injuries or hazards as they occur. The host employer is to check the incident book every day and notify HTA of any incidents. The trainee is required to fill in a HTA incident/accident report form and send it to HTA as soon as possible.

Trainees must use personal protective equipment or clothing as properly instructed and not damage or misuse any equipment provided in the interests of safety and health.

Workplace Health and Safety, a Guide for Carers

HTA promotes sound Occupational Safety and Health practices and with the support of the Australian Medical Association, Lotterywest and information from Worksafe, have compiled the publication, [Workplace Health & Safety, a Guide for Carers](#). This publication covers workplace health and safety issues for carers on the following areas of risk:

- Hazard Identification
- Challenging Behaviour
- Manual Handling
- Disease Transmission
- Working Alone
- Slipping and Tripping
- Hazardous Substances
- Extreme Temperatures
- Electrical / Gas Faults
- Protective Equipment
- Fatigue
- New Tasks
- Use of Equipment
- Ventilation and Lighting
- Access
- First Aid and Emergencies
- Safety Signs

This information is a guide only. It is made freely available to benefit stakeholders in the carer industry. For further details or to receive a printed copy of the guide [please contact HTA](#).