



STATEWIDE GROUP TRAINING (SA) INC

## HAZARD MANAGEMENT POLICY

### PURPOSE:

Statewide Group Training (SA) Inc (SGT) is committed to ensuring the effective management of hazards, including hazardous substances, to reduce the risk of illness and injury in the workplace.

This policy is intended to implement a hazard management system for hazards and hazardous substances which can be effectively used in the workplace.

***Hazard means anything that has the potential to cause injury or illness in the workplace.***

Hazard management is a system that ensures all risks to health and safety are identified and assessed, and effective control measures are developed, implemented, and evaluated.

A hazardous substance means a substance that is listed on Safe Work Australia's ***List of Designated Substances*** or is determined to be hazardous by the manufacturer or importer on the basis of Safe Work Australia's ***Approved Criteria for Classifying Hazardous Substances***.

### SCOPE:

This policy applies to:

- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; contractors, sub contractors, and work experience personnel.

### POLICY:

SGT will train Managers, Field Officers and Employees, Apprentices and Trainees as required in the principles of hazard management; establish and maintain a data base for hazards and hazardous substances in the workplace; implement procedures to ensure the identification, assessment and control of hazards in the workplace; and, control the risk based on the hierarchy of control options emphasising the elimination of the hazard at its source.

The WHS Manager will ensure.

- Resources are made available to effectively implement the policy and procedures.
- Employees receive training in the management of hazards and hazardous substances in their workplace.
- A hazardous substances register is established and maintained.
- Consultation with Employees is maintained to assist in the management of identified hazards and hazardous substances.
- Procedures are established to identify, assess, and control hazards and hazardous substances in the workplace.
- The implementation of identified controls to reduce hazards and hazardous substances in the workplace.
- Injury statistics are reviewed to assist in the identification of areas of risk



STATEWIDE GROUP TRAINING (SA) INC

**HAZARD MANAGEMENT POLICY**

Employees will ensure to;

- Comply with legislative requirements and Statewide Group Training Policies and Procedures.
- Report hazards to their supervisor
- Participate in agreed programs.

Work, Health, and Safety Committee will ensure to.

- Assist in the consultation, implementation and evaluation of the Hazard Management Policy and Procedures.
- Make recommendations to the Manager for the Hazard Management system.

This policy will be reviewed annually, or as needed to comply with statutory obligations, or should a change in the organisation occur.

The review process will involve the WHS Committee and will assess the effectiveness of the policy by such means as.

- Monitor and review the injury records to evaluate the effectiveness of the policy and procedures.

---

**Reference:**

WHS Act (SA) 2012  
WHS Regulations (SA) 2012  
Australian Standards (which apply)

---

---

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 27<sup>TH</sup> MARCH 2023

---