



## Work Health & Safety Policy

East Coast Apprenticeships (ECA) is committed to providing a safe and healthy working environment for all employees (apprentices, trainees and ECA Office staff). We will manage WHS risks systematically and continually improve our WHS Management System in alignment with ISO 45001:2018.

This policy applies to all apprentices, trainees and ECA office staff, as well as contractors and visitors across all ECA offices or work sites. It also covers apprentices and trainees placed with a Host employer.

### Our WHS Commitment

- Eliminate hazards and reduce WHS risks as far as reasonably practicable.
- Comply with all relevant WHS legislation, standards, and ISO 45001 requirements.
- Only place apprentices and trainees with host employers who demonstrate safe systems of work.
- Provide a WHS induction, and safety information to support apprentices, trainees, and staff.
- Consult with workers and host employers on WHS matters and decisions.
- Monitor WHS performance via site assessments and incident reviews.
- Investigate incidents and implement corrective actions.
- Drive continuous improvement in WHS outcomes.

### ECA Responsibilities

- Assess and approve host employer worksites prior to apprentice placement or rotation.
- Provide a general WHS induction for apprentices and trainees on commencement.
- Conduct regular site visits and maintain communication with host employers.
- Manage incident reporting, investigation, and follow-up actions.
- Ensure due diligence is exercised in WHS matters.

### Host Employer Responsibilities

- Provide a safe workplace, safe systems of work, and appropriate supervision.
- Deliver site-specific safety inductions and training in relevant tools, PPE, plant and equipment.
- Notify ECA immediately of any incidents, hazards, or changes to working conditions.
- Willingly participate in WHS visits, audits, and improvement activities.

### ECA Staff including Apprentice and Trainee Responsibilities

- Follow WHS instructions, procedures, and training.
- Use tools, PPE, plant and equipment safely (as trained and advised by Hosts).
- Report any hazards or incidents to both the host employer and to the WHS Lead at ECA.
- Participate in any necessary WHS re-training or consultation.

### Consultation and Continuous Improvement

We will consult with apprentices, trainees, staff, and host employers through site visits, meetings, check-ins, and incident reviews. Host employers are essential partners in ensuring safe placements and shared WHS responsibilities.

We will review WHS performance, conduct internal audits, and update WHS processes to ensure ongoing improvement and ISO 45001 alignment.