



REAL ESTATE EXPLAINED
Giving YOU the knowledge

WORK HEALTH AND SAFETY POLICY

Work Health & Safety Act 2011 - www.workcover.gov.nsw.au

REAL ESTATE EXPLAINED is committed to creating and maintaining an environment which ensures a safe and healthy workplace for all employees, contractors, visitors and third parties.

REAL ESTATE EXPLAINED's WH&S Policy:

You will be furnished with, and required to complete, mandatory WH&S checklists at each training session. Therefore, you must be aware of your responsibilities under the law and under **REAL ESTATE EXPLAINED's** policies and procedures.

REAL ESTATE EXPLAINED and its representatives have a moral obligation not only to take care of themselves, but be responsible for the safety of others. There is a duty of care to identify and assess any WH&S risks in the training environment prior to any training, using the matrix provided by **REAL ESTATE EXPLAINED**.

REAL ESTATE EXPLAINED's Risk Assessment Procedure:

The trainer will:

- Arrive at the training venue/workplace prior to participants attendance;
- Be aware of the work and WH&S procedures in place;
- In consultation, identify any areas for improvement that need to be addressed for a safe training and learning environment;
- Assess any potential hazard according to the likelihood of injury or damage and how serious the injury or damage may be;
- Develop an action plan and check that the agreed action has been taken
- Follow up on the agreed action.

The participant will:

- Take reasonable care to ensure safe and healthy learning conditions for themselves and those around them;
- Comply with safe learning procedures in accordance with instructions;
- Report to **REAL ESTATE EXPLAINED**, and the venue's supervisor, any conditions they deem to be unsafe or unhealthy.