

## WHS ISSUES REPORTING

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PRIMARY ROLE : Work Health Safety and Return to Work Coordinator  
GM Apprentice Employment Services  
Field Officers  
All Apprentice/Trainees

SPECIAL NOTE : This policy and procedure does not replace Return to Work SA or WHS Legislative reporting requirements that must be complied with separately and fully. This policy and procedure is to be used solely as a tool to assist Apprentice/Trainees in reporting to MTA GTS WHS Issues of concern.

SPECIAL REQUIREMENTS : To ensure compliance with legislative and organisational changes this policy is to be reviewed on an annual basis by the Work Health Safety and Return to Work Coordinator.

ATTACHMENT :

REFERENCES : Risk Management Plan  
GTS Privacy Procedure  
Motor Trades Association of SA Inc. Privacy Statement  
Privacy Act 1988 & Australian Privacy Principles

DOCUMENTS : WHS Hazard Report Form

EQUIPMENT & RESOURCES :

QUALIFICATIONS, TRAINING OR  
SPECIALIST KNOWLEDGE : Cert IV in WWork health & Safety or working towards

AUTHORISED :  DATE : 12/06/2020  
CHIEF EXECUTIVE OFFICER



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### **PURPOSE**

The purpose of this policy is to give clear direction as to the responsibility and manner in which Apprentice/Trainees are to report WHS Issues to the MTA Group Training Scheme (MTA GTS).

This policy commits MTA GTS to a process that complies with legislation, and is also an integral part of its management philosophy and links to our Strategic, Business and Risk Management Plans.

### **RESPONSIBILITIES**

#### **Chief Executive Officer**

It is the responsibility of the CEO through the MTA GTS Managers to reasonably ensure:

- Adequate, appropriate personnel and resources are provided and maintained to meet or exceed legislative requirements and the aims and objectives of the Work Health Safety Management System (WHSM) and Injury Management System (IMS) ;
- Workers receive adequate training, instruction and supervision and that relevant information is provided to all personnel to minimise risks to health and safety;
- WHSM and IMS consultative mechanisms are in place and functioning effectively;
- All reasonable steps are taken to protect his or her own health and safety, and avoid adversely affecting the health or safety of any other person.
- Information, instruction, training and supervision are provided so that all employees and other participating parties are educated and confident in providing assistance in relation to WHS in line with the Work health & Safety Legislation and the MTA GTS Industry WHS System.

#### **Automotive Business Specialists employment**

Automotive Business Specialists employment (ABSe's) are responsible for ensuring that:

- Host employers are aware of and comply with their obligations to MTA apprentices;
- A WHS culture exists amongst apprentices and MTA GTS that fosters and encourages safe work practices;
- All reported injuries, incidents and hazards are reported to the on-site MTA Work Health Safety and Return to Work Coordinator or their representative and investigated by MTA ABSe's in a timely manner;

- Site Assessments are conducted in line with MTA GTS policy and all remedial requirements are followed up for completion in a timely manner;
- realistic and timely action is taken to ensure the Apprentice/Trainee's safety should a worksite be deemed unsafe;

### **Work Health Safety and Return to Work Coordinator**

It is the responsibility of the Work Health Safety and Return to Work Coordinator to ensure:

- That ABSe's are supported and advised in relation to WHS Issues reported by Apprentices;
- Assist ABSe's where required in the investigation process;
- Assist MTA GTS in the removal of an apprentice from an unsafe work placement.

### **Apprentice/Trainees**

It is the responsibility of all Apprentice/Trainees to:

- immediately advise their ABSe of any WHS Issue which is urgent; or
- complete and lodge, as soon as possible, the WHS Incident Report Form with MTA GTS at any time that they:
  - witness or identify an issue or event they believe to be potentially dangerous;
  - witness an incident that could have or did cause injury to another worker;
  - believe that they are being required to work in conditions or asked to take on tasks that they believe to be potentially hazardous to their or another person's personal safety.

An Apprentice/Trainee may at any time refuse to undertake work which is either unsafe in itself or is to be performed in unsafe conditions.

An Apprentice/Trainee may initially report WHS Issues to MTA GTS by phone directly to their ABSe.

### **Host Employers**

Host Employers are responsible for ensuring the safety of the Apprentice/Trainee and reporting all incidents and accidents that affect the hosting of the Apprentice/Trainee to MTA GTS GTO Manager or Work Health Safety and Return to Work Coordinator as soon as is practicable.

## POLICY

MTA GTS recognises its obligations to Apprentice/Trainees and host employers in ensuring that all Apprentice/Trainees have a complete understanding of work health and safety requirements and jointly take responsibility for safe working conditions and environment.

MTA GTS believes that all Apprentice/Trainees MUST be assured of a safe working environment and therefore will provide a mechanism by which they are able to report WHS concerns.

MTA GTS will ensure that WHS induction and ongoing training is dealt with in an organised and consistent manner to enable Apprentice/Trainees to report safety conditions in a timely and informed manner.

## SCOPE

This policy covers all MTA GTS apprentice/trainees.

## DEFINITIONS

- |                                    |   |
|------------------------------------|---|
| Apprentices                        | - Individuals directly employed by MTA GTS under a Contract of Training whether undertaking work for MTA GTS or being hosted by an alternate employer. For the purposes of this policy apprentices are included as 'employees'. |
| Contractor                         | - Individual engaged by MTA GTS under contract to deliver Operation Support services on its behalf e.g. RTO, WHS Specialist, ABSe. It does not include tradespersons such as plumbers, carpenters etc.                          |
| Employee                           | - Person employed by MTA GTS on a full or part time or casual basis. Includes Apprentice/trainees. Does not include Contractors.  |
| Frivolous or Malicious             | - Fictitious complaint or one made intentionally without foundation or to cause detriment or mischief. Knowingly lodging a false complaint (without truth or foundation). Made with reckless indifference to its accuracy.      |
| Work Health and Safety Coordinator | - MTA GTS employee tasked to ensure WHS management systems are developed, implemented and maintained to optimise legislative compliance and worker safety.  |

## Automotive Business

Specialist employment - MTA GTS employees tasked with the placement and monitoring of apprentices and their Host Employers in compliance with TaSD ACT, regulations and guidelines; MTA GTS policy and procedure.

Work Health Safety &  
Return to Work  
Legislation-

the legislation and any amendment or changes made.

Trainee - As per Apprentice.

### **POLICY GUIDELINES**

All people charged on behalf of MTA GTS with the management or supervision of Apprentice/Trainees:

- will be trained in the WHS Issues Report policy and procedure;
- have responsibility for taking all reasonable care and effort in ensuring that Apprentice/Trainees are quickly and appropriately trained and feel safe in reporting WHS issues.

Apprentice/Trainees will be trained in WHS to assure they recognise their joint responsibilities and co-operate in ensuring that the highest possible standards and levels of safety are maintained during their placements and future employment.

### **PROCEDURE**

#### **Apprentice/Trainee**

Where an Apprentice/Trainee:

- witnesses or identifies an issue or event they believe to be potentially dangerous;
- witnesses an incident that could have or did cause injury to another worker or themselves;
- believes that they are being required to work in conditions or asked to take on tasks that they believe to be potentially hazardous to their or another person's personal safety they are required to:
- in the first instance where the situation requires immediate attention report to their onsite Work Health and Return to Work Coordinator/Representative (Host Employer) and telephone their Field Officer;
- where a WHS hazard has been identified and is not of a serious enough nature to necessitate immediate action, the apprentice is to at first notify their Work Health Safety & return to Work Coordinator /Representative

(host employer). Should the on-site Work Health and Safety Officer/Representative not take steps to remedy the reported hazard, the apprentice is to notify their ABSe by telephone.

### **Automotive Business Specialist employment**

Upon receipt of any notification of a WHS issue, the ABSe is to report the issue to the Work Health Safety and Return to Work Coordinator and is to commence an investigation including:

- discussion with Apprentice/Trainee to clarify the information;
- seek supporting evidence from other Apprentice/Trainees;
- advise the Host Employer that a concern has been identified and conduct a Site Safety Audit in consultation with the Work Health Safety and Return to Work Coordinator;
- monitor and ensure that the remediation has occurred within the required timeframe;
- where appropriate seek advice from the Work Health Safety and Return to Work Coordinator.

### **MTA Work Health Safety and Return to Work Coordinator**

Upon receipt of notification of WHS issue from the Field Officer:

- where necessary provide written feedback including suggested remedial actions and a completion timeframe to the Host Employer;
- provide ABSe with advice and assistance throughout investigation or audit and review process.

In all instances where an Apprentice/Trainee is deemed to be in an unsafe situation and the host employer will not comply with safety upgrades, the Apprentice/Trainee is to be removed from the placement until the situation is rectified or another placement is arranged as directed by the GM Automotive Business.

### **INVESTIGATION**

ABSe's are responsible for initiating an immediate investigation of all WHS Issues by:

- initial discussion with the Apprentice/Trainee;
- seeking supporting evidence from other Apprentice/Trainees where possible;
- where required seek advice from the Work Health Safety and Return to Work Coordinator;

- conducting a Site Safety Audit;
- Where necessary providing feedback and suggested remedial actions to the host employer;
- Where an Apprentice/Trainee is deemed to be in an unsafe situation and the host employer will not comply with safety upgrades, the Apprentice/Trainee will be removed from the placement until the situation is rectified or another placement is arranged.

### **FRIVOLOUS OR MALICIOUS REPORTS**

MTA GTS will not under any circumstances tolerate the false reporting of WHS issues by any party. MTA GTS will take disciplinary action which may include termination of employment or contract, or removal of an apprentice/trainee from hosting.

### **PRIVACY**

All discussions, records and information related to an apprentice/trainee and other parties must be kept confidential and recorded and filed in line with the GTS Privacy Procedure, the Motor Trade Association of SA Inc Privacy Statement, MTA GTS Record Management Policy and the Privacy Act 1988 and Australian Privacy Principles. Where there is a difference between any of these the greater level of privacy will be implemented.

Breaches of privacy will be subject to disciplinary action for MTA employees, termination of contract for contractors, cancellation of training contract for RTOs and potential discontinuance of Hosting arrangements for Host Employers.

### **ACCESS AND EQUITY**

It is the policy of MTA GTS to ensure an environment that is, as a minimum, aligned with State and Federal legislation:

MTA GTS commits to providing a safe and equitable environment through zero tolerance of any form of harassment, bullying, discrimination and/or racial vilification.

For further information refer to [MTA GTS Access, Equity & Fairness Policy POLO13 13](#).