



Guild of Ethics, Culture & Leadership Pty Ltd.

Health & Safety Policy

Purpose: To ensure the safety and well-being of all participants, including customers, trainers, and staff during training presentations.

Scope: This policy applies to all training presentations conducted by the **Guild of Ethics, Culture & Leadership Pty Ltd** on-site or off-site.

General Safety Guidelines:

- **Emergency Procedures:** Ensure all participants are familiar with the emergency procedures for the training location, including evacuation routes, fire alarms, and first aid kits.
- **Fire Safety:** Maintain a clear exit path and ensure all fire safety equipment is accessible and in working condition.
- **Electrical Safety:** Use only approved electrical equipment and avoid overloading outlets.
- **Ergonomics:** Provide comfortable seating and workstations to minimize discomfort and potential injuries.
- **Personal Protective Equipment (PPE):** If required by the training content, ensure all participants have the necessary PPE and are trained in its proper use.

Specific Considerations for Training Presentations:

- **Room Conditions:** Check the room for any potential hazards, such as loose objects, uneven floors, or poor lighting.
- **Audiovisual Equipment:** Ensure all audiovisual equipment is properly set up and tested before the presentation begins.
- **Food and Beverages:** If food or beverages are provided, ensure they are safe for consumption and comply with any relevant health regulations.
- **First Aid:** Have a basic first aid kit readily available and ensure at least one person on the training team is trained in basic first aid.

Trainer Responsibilities:

- **Risk Assessment:** Conduct a risk assessment before each training presentation to identify potential hazards and implement appropriate safety measures.
- **Safety Briefing:** Provide a safety briefing to all participants at the beginning of the training, covering emergency procedures, fire safety, and other relevant safety guidelines.
- **Incident Reporting:** Report any accidents or incidents that occur during the training to the appropriate authorities.
- **Feedback:** Encourage participants to provide feedback on any safety concerns or suggestions for improvement.

Participant Responsibilities:

- **Follow Safety Guidelines:** Adhere to all safety guidelines and instructions provided by the trainer.
- **Report Hazards:** Report any potential hazards or unsafe conditions to the trainer immediately.
- **Participate in Safety Drills:** Actively participate in any safety drills or emergency procedures.

Review and Updates: This policy will be reviewed annually or as needed to ensure its continued effectiveness.

By following these guidelines, The Guild of Ethics, Culture & Leadership Pty Ltd can create a safe and conducive learning environment for all participants.