

1. Purpose

Empowered Forward is committed to providing a safe, healthy, and supportive environment for all participants, clients, and visitors. This policy outlines our approach to managing health and safety risks in accordance with the Work Health and Safety Act 2011 (Cth) and relevant Queensland legislation.

2. Scope

This policy applies to all training sessions, workshops, venues, online platforms, and interactions conducted by Empowered Forward.

3. Our Commitment

We will:

- Identify and manage risks to health and safety
- Comply with all relevant WHS laws and standards
- Promote physical and psychological wellbeing
- Respond promptly to incidents and concerns
- Continuously improve our safety practices

4. Safe Learning Environments

We ensure that:

- Venues are clean, accessible, and hazard-free
- Emergency exits and procedures are clearly communicated
- Equipment and materials are safe and fit for purpose
- Online platforms are secure and user-friendly
- COVID-safe practices are followed as required

5. Mental Health Safety

As a provider of Mental Health First Aid training, we recognise the importance of psychological safety. We:

- Create trauma-informed spaces
- Encourage self-care and breaks during sessions
- Provide content warnings where appropriate
- Respect participants' boundaries and lived experiences
- Offer referral pathways for further support

6. Incident Reporting

Any accidents, injuries, or safety concerns must be reported promptly. We will:

- Record and investigate all incidents
- Take corrective action to prevent recurrence
- Maintain confidentiality and respect

7. Responsibilities

- Trainer (Sole Trader): Responsible for implementing this policy, conducting risk assessments, and ensuring participant safety.
- Participants: Expected to follow safety instructions, report hazards, and behave respectfully.

8. Emergency Procedures

In the event of an emergency:

- Follow venue-specific evacuation plans
- Contact emergency services if required (000)
- Notify Empowered Forward as soon as possible

9. Review & Improvement

This policy is reviewed as required and following any incident. Feedback from participants is welcomed to help improve safety practices.