H 4 Health & Safety in the Workplace

# Workplace health and safety policy

We have a legal and moral responsibility to provide healthy and safe workplaces. Our managers will lead the establishment of a workplace culture committed to health and safety.

We are committed to eliminating the possibility or risk of harm arising for our employees:

* in any workplace under our management and control;
* from the conduct of our business;
* in the environment in which our employees work;
* from the plant or systems of work used by our employees;
* from the arrangements we have for use, handling, storage and transport of plant or substances; and
* from the facilities we provide for the welfare of our employees.

If there is something reasonably practicable that we can do to reduce or eliminate health and safety risk, we will do it.

We will provide adequate information, instruction, training and supervision to our employees to enable them to perform their work safely.

**Scope**

This policy applies to all our employees and all other persons while they are in a workplace under our management and control and/or using or handling our plant or substances and/or performing work in the conduct of our business (including at a site away from their usual workplace).

**Health and safety plan**

We use a health and safety management system that:

* identifies workplace hazards;
* assesses risks to health from those hazards; and
* implements appropriate measures to control those risks.

This system will provide written procedures and instructions to ensure safe systems of work. It will ensure compliance with legislative requirements and current industry standards. Health and safety is an integral function of our operating systems.

The following persons in our organisation have responsibilities for implementing this system:

* Director(s) – take all reasonable steps to ensure compliance with health and safety statutory requirements and our policy, and demonstrate commitment towards reducing the number and severity of work-related injuries. *[In each case list names, title,* *responsibility and work contact details.]*
* manager(s) – take all reasonable steps to ensure compliance with health and safety requirements and this policy, and so far as is reasonably practicable, ensure the provision of a safe working environment and safe systems of work within the place under their management.
* supervisor(s) – take all reasonable steps to ensure compliance with health and safety requirements and this policy and as soon as practicable, rectify any identified hazards, investigate hazards reported and conduct regular, formal health and safety workplace audits.
* employees – see separate section below.

We will ensure these people have sufficient training and supervision to be involved in managing health and safety.

We will verify that these people are discharging these responsibilities in the following way:

* *[specify, e.g. monthly compliance audits]*

We will monitor and review the effectiveness of measures implemented to control health and safety risk.

A weekly report on health and safety is to be provided by *[specify title of position]* to the *[specify title of position, usually Chief Executive Officer].* We measure the effective operation of the systemusing the following indicators:

* *[specify these, e.g. number of health and safety inspections and audits carried out lost-time injury frequency rates, workers’ compensation costs and qualitative injury/disease rates].*

**Procedure to resolve health and safety issues**

If an employee wishes to raise for resolution a health or safety issue that has arisen in a workplace under our management and control or arising from the conduct of our business, the procedure set out below will apply.

The senior manager in that part of the workplace where the issue has arisen will represent us in resolving the issue (unless we inform the employees, the relevant health and safety representative and the health and safety committee that someone else will represent us).

The health and safety representative, or if there is no health and safety representative, an employee nominated by employees, will act on behalf of employees affected by an issue.

At any stage in the resolution of an issue, a party may seek the assistance of a union or employer association to assist in resolving the issue.

If an employee wishes to raise for resolution a health or safety issue that has arisen in our workplace or from the conduct of our business, the employee must report the issue to our representative and the representative of the employees affected by the issue.

As soon as is reasonably possible after reporting the issue, our representative will meet with the representative of the employees affected by the issue.

For the purpose of resolving the health and safety issue as quickly and effectively as possible, these representatives will consider:

* the number and location of employees affected by the issue;
* whether appropriate temporary measures are possible or desirable;
* how long it will take to permanently resolve the issue; and
* who on our behalf is responsible for performing and overseeing any action agreed necessary to resolve the issue.

After an issue is resolved, we will endeavour to circulate among all parties a written record detailing the issue and matters relating to its resolution. We will ensure that any agreement reached in the course of resolving the issue is brought to the attention of the employees affected by the issue and given to the health and safety committee.

**Procedure to consult with employees about health and safety issues**

As far as is reasonably practicable, we will consult with employees who are or are likely to be directly affected when we:

* identify or assess health and safety hazards or risks at a workplace under our management and control or arising from the conduct of our business;
* determine measures to be taken to control health and safety risks at a workplace under our management and control or arising from the conduct of our business;
* determine the adequacy of facilities for the welfare of our employees;
* change any of the procedures set out in this policy;
* determine the membership of the health and safety committee; or
* propose changes that may affect the health or safety of our employees to a workplace under our management and control and/or the plant, substances or other things used at such a workplace and/or the conduct of the work performed at such a workplace.

We will consult by sharing information about these matters and giving employees a reasonable opportunity to express views on them. We will take into account those views. Consultation must involve the health and safety representative and be in accordance with procedures agreed upon with employees for undertaking consultations.

**Procedure to inform and train employees**

We use the following procedure to inform and train our employees: *[specify]*

**Other related policies**

* *[specify e.g. Injury Management Policy, Code of Conduct Policy, Smoke-Free Policy, Drug and Alcohol Policy]*

**Responsibility of employees**

Employees are responsible for ensuring that their own work environment is conducive to good occupational health and safety by:

* complying with occupational health and safety policies, procedures and instructions;
* taking care for their own health and safety and the health and safety of others who may be affected by their actions;
* taking action to avoid, eliminate or minimise hazards;
* reporting all known or observed hazards to the appropriate person;
* reporting immediately any work-related injury to or near-miss incident to the appropriate person;
* actively participating in the management of health and safety risks;
* not wilfully placing at risk the health, safety or wellbeing of others at the workplace; and
* being familiar with emergency and evacuation procedures and cooperating with directions from emergency or evacuation wardens.

Signed,

*[Chief Executive Officer or specify other person in organisation]*