WORK HEALTH AND SAFETY POLICY

# Introduction

## Purpose

[Insert entity name, ACN and ABN] (**us, our, we**) has various policies and procedures for the effective and safe operation of our business and the welfare of all our workers including all employees, work experience students, volunteers, contractors, subcontractors or agents unless expressly stated otherwise (**worker, you, your**).

The purpose of this policy is to, as far as practicable, provide a safe work environment for the health, safety and welfare of our workers, visitors and members of the public who may be affected by our work.

## Access

You can access this policy [Insert location e.g., on our intranet].

## Application

This policy applies to all workers and covers all work-related activities and conduct which is related to or connected with work.

## Effect

This policy does not form any part of your contract of employment or engagement. However, you have a duty to comply with the obligations and expectations set out in this policy as a reasonable and lawful direction.

## Variations

We may terminate, replace or vary this policy or introduce new policies and procedures from time to time at our sole discretion.

## Breaches and Disciplinary Action

You are required to comply with this policy (as amended from time to time). You must also report any suspected breaches of this policy to your manager.

If you breach the policy, you may be subject to disciplinary action which may involve:

* counselling;
* warning;
* demotion;
* transfer to alternative duties;
* suspension; and/or
* termination of employment/engagement.

Serious breaches of this policy may result in instant termination.

Agents and contractors may also be subject to disciplinary action or have their contracts with us terminated or alternatively, not renewed.

We may take a range of non-disciplinary outcomes to resolve a breach, depending on the particular circumstances. Examples include, but are not limited to:

* training to assist in addressing the problem(s) underpinning the breach;
* monitoring to ensure that there are no further problems;
* implementing a new policy;
* requiring an apology or an undertaking that certain behaviour stop; and/ or
* changing work arrangements.

## References

This policy should be read in conjunction with our other policies and procedures, the applicable Modern Award(s) (as defined in the Fair Work Act 2009 (Cth)) and Australian laws. To the extent of any inconsistency, the applicable Modern Award(s) and applicable laws will prevail.

## Questions

If you are unsure about any matter in this policy, you should seek clarification from your immediate manager.

## History/Version

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Implementation/ Review Date** | **Description** | **Sections Affected** | **Revised By** | **Approved By** |
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# Work Health and Safety Policy

We will, as far as practicable, provide a safe work environment for the health, safety and welfare of our workers, visitors and members of the public who may be affected by our work.

To do this, we will:

* develop and maintain safe systems of work and a safe working environment;
* consult with workers and health and safety representatives on safety;
* provide protective clothing and equipment where appropriate and enforce its use;
* provide information and training for workers;
* assess all risks before work starts on new areas of operation (e.g., buying new equipment and setting up new work methods) and regularly review these risks;
* remove unacceptable risks to safety; and
* provide workers with adequate facilities (e.g., clean toilets, cool and clean drinking water and hygienic eating areas).

We demand a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all workers, irrespective of their position. Ultimately, everyone at the workplace is responsible for ensuring health and safety at the workplace. All persons responsible for the work activities of other workers are accountable for:

* identifying practices and conditions that could injure workers, customers/clients, members of the public or the environment;
* controlling such situations and removing the risk to safety where possible. If unable to control such practices and conditions, report these to management; and
* making sure workers use personal protective equipment where appropriate, training workers to use such equipment correctly and making sure that such equipment is maintained and working properly.

## MANUAL HANDLING

It is our policy to provide all workers with a safe and healthy workplace by identifying, assessing and controlling manual handling risks. While we are responsible for the health, safety and welfare of all workers, all workers must report potential and actual manual handling hazards to us. Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

## WORKERS’ COMPENSATION

Workers may be eligible for workers’ compensation benefits if injured while at work.

## INJURY PROCEDURE

If there is an injury:

* The first priority is medical attention. The injured worker or nearest worker should contact one of our first aid providers. For a serious injury also call an ambulance.
* Any worker who is injured at work or experiences a safety incident or a near miss must promptly report the incident to their manager.
* The manager must promptly write a report (See the annexed Injury Report Form) including:
  + worker’s name and job details;
  + time and date of injury;
  + exact location where the injury/incident occurred;
  + how the injury/incident happened;
  + details of the injury/illness and the parts of the body injured;
  + names of any witnesses;
  + name of the person recording the details; and
  + date on which we were notified.
* we will let the injured worker know in writing that we have received notification of any injury or illness reported in the register.

Managers must report serious injuries to the appropriate authorities immediately.

**EVACUATIONS**

Examples of emergency situations include fire, bomb threat, flood, violence (e.g., terrorism), major chemical spill, explosion, etc. Upon hearing an alarm, be aware there is a real or potential emergency affecting the premises. Upon being instructed to evacuate:

* put down all tools and equipment;
* obey any directions given by fire wardens/safety officers;
* exit via the nearest emergency exit;
* assist mobility-impaired workers to the appropriate emergency exit;
* exit the premises quickly but in a calm and orderly fashion;
* when out of the premises, move well clear of the premises to avoid hindering those coming after you;
* proceed immediately to the designated assembly area;
* only return to the premises once instructed by the fire wardens/safety officers to do so; and
* report any person not accounted for to the fire wardens/safety officers or to management.

## HOUSEKEEPING

* Work and storage areas are to be kept neat and tidy;
* Any liquids or hazardous substances that are spilled must be cleaned up immediately and disposed of correctly;
* Walkways and access areas to be kept clear of obstructions;
* Cables, hoses, cords and the like are not to be placed in areas where they may be subjected to damage or cause a trip hazard;
* Ensure that all rubbish is cleared away as soon as possible and placed in correct bins;
* Use areas only for the purposes for which they are intended;
* Material stored in open areas shall be stored in a tidy manner and in appropriate containers as well as in accordance with any relevant legislation;
* Vehicles shall be parked only in authorised parking places;
* Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers and exits shall be unobstructed, free from tripping hazards and slipping hazards and the accumulation of combustible materials;
* Access to safety and fire-fighting equipment shall be unobstructed;
* There shall be arrangements for routine cleaning, tidying and inspection of all areas, including amenities;
* Removal of rubbish, scrap or unwanted material to a designated place shall be an integrated part of all tasks;
* Exit safety signs must be visible from any defined walkway;
* Tools and portable equipment are to be replaced in storage areas after use and at the end of each shift;
* Personal protective equipment shall be maintained in good working order; and
* When not in use, personal protective equipment is to be stored in a clean and hygienic manner.

## NOTICES AND SIGNS

Notices and signs are used in appropriate locations to advise people of the existence of hazards, provide directions and general information and/or indicate the types of personal protective equipment or clothing required.

Signs or notices are to be adhered to and any person disregarding these will be subject to disciplinary action. Signs and notices must not be removed or interfered with unless authorisation is given and must not be defaced. Any damage to safety signs must be immediately reported to management.

Typical signs provide notice of:

* restricted entry;
* hazards;
* fire-fighting appliances and equipment;
* emergency exits; and
* personal protective equipment required.

## PERSONAL PROTECTIVE EQUIPMENT

We may require personal protective equipment or clothing to be worn– e.g. hand, face and eye protection.

Workers must:

* use all personal protective equipment provided;
* participate in all training and instruction provided in respect of the use of personal protective equipment; and
* promptly report any problems/defects regarding personal protective equipment to management.

## ELECTRICAL SAFETY

Electricity can kill. All workers must use extreme care when working with any electrical equipment (including appliances, cords, etc.). The following rules must be adhered to:

* only qualified electrical workers should carry out electrical work;
* if an electrical fault is noticed, promptly report it to management;
* all portable electrical equipment must be tested and tagged in accordance with regulatory requirements;
* electrical equipment, appliances and cords should be inspected prior to use and any damage or faults reported;
* follow isolation/lock-out/tag-out procedures when working on plant or machinery;
* when working near energised power lines, ensure that you maintain a safe distance of at least 3 metres;
* ensure that tools are properly insulated. Tools with damage to insulation on handles should be replaced;
* when working on equipment connected to an electrical supply, ensure that the electrical supply is disconnected by turning off the main switch, removing fuses or turn off circuit breakers and attach an appropriate “danger” or “out of service” tag;
* ensure that you use the correct fire extinguisher for electrical fires; and
* cords wound onto a reel can overheat when used. Fully unwind cords before using them.

## HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

The control of dangerous, flammable and hazardous substances is a major concern. Transport, storage, use, handling and disposal will be in accordance with relevant legislation. We will identify and assess the storage and use of hazardous substances, taking into account the severity of the hazard, the degree of exposure to workers and possible control measures to eliminate or minimise the risk.

Material Safety Data Sheets (**MSDS**) for any hazardous substance should be readily available. Copies are to be kept by management and, where practicable, posted at each point of use/storage. MSDS include information on possible health effects, first aid treatments and other emergency procedures in the event of a spillage. If a spillage occurs, it must be immediately cleaned up and correctly disposed of in accordance with the relevant MSDS.

If workers have a concern about any chemical or hazardous substance, they should request an MSDS and seek advice from management.

Care should be taken when handling flammable substances.

If substances are decanted into smaller containers, the containers must be clearly marked to indicate the contents.

## FALL PREVENTION

We will consider all possible means of reducing the risk of falls, including ensuring that all edges are protected to prevent a person falling.

Ladders should be used as a means of access to a work area not as a work platform. When using ladders, always ensure that:

* the ladder is the right height for the task. This will avoid reaching or stretching;
* the ladder extends at least one metre above the stepping off point;
* the ladder is in good condition and not damaged;
* there is a firm level work platform, free from obstructions, to step onto;
* the ladder is securely fixed;
* the ladder is not too close to, or too far away from, the support structure; and
* the ground is firm, stable and level.

## PLANT AND MACHINERY

Maintenance and repair of plant, equipment and machinery will be in accordance with procedures recommended by the designer, manufacturer, supplier or other competent person.

It is a legislative requirement that all dangerous or moving parts of plant or machinery must be securely fenced or guarded to prevent a person from contacting the moving part and being injured. Guarding must not be removed from any item of plant, equipment or machinery (except during maintenance once the relevant plant, equipment or machinery has been correctly isolated and tagged). Workers must submit a hazard report form if guards are missing from any plant, equipment or machinery. Machines must not be operated if guards are missing or are not securely fixed.

All plant and equipment must have protection in place to prevent, as far as is reasonably possible, any personal contact (whether deliberate or accidental, and whether as a result of normal operation or failure) with any moving parts, hot/cold surfaces or materials and/or flying objects.

If any plant, equipment, or machinery is not functioning safely or properly, you must not continue to operate the plant, equipment, or machinery. You must cease work with the plant, equipment, or machinery immediately, render the plant, equipment, or machinery in a safe state (e.g., stopped, isolated and switched off) and inform management. Do not attempt maintenance procedures if you are not qualified. If you doubt the safe working condition of plant, equipment, or machinery inform management.

## Worker Acknowledgement

I acknowledge that:

1. I have received and read this policy;
2. I understand my obligations and will comply with the policy;
3. there may be disciplinary consequences if I fail to comply with the policy, which may result in the termination of my employment/engagement; and
4. I will contact my manager if I require clarification on, or do not comprehend, any part of the policy.

Signed .............................................................

Name .............................................................

Date ..............................................................

## INJURY/INCIDENT/NEAR MISS REPORT FORM

|  |  |  |
| --- | --- | --- |
| Worker’s name: |  | |
| Date of incident: | Time of incident: | |
| Location of incident: |  | |
| Description of incident: |  | |
| Witness names: |  | |
| Mark all appropriate conditions:   |  |  |  | | --- | --- | --- | |  |  | Near miss | |  |  |  | |  |  | Safety concern | |  |  |  | |  |  | Safety Suggestion | |  |  |  | |  |  | Other (describe): | | **Type of concern:**   |  |  |  | | --- | --- | --- | |  |  | Unsafe act | |  |  |  | |  |  | Unsafe condition of area | |  |  |  | |  |  | Unsafe condition of equipment | |  |  |  | |  |  | Unsafe use of equipment | |  |  |  | |  |  | Other (describe): | | |
| Describe the potential incident/hazard/concern and possible outcome: | | |
| Safety Suggestions: | | |
| Details of the injury/illness and the parts of the body affected: | | |
| Action taken to treat injury: | | |
| Additional medical aid required/sought by the injured worker (e.g., doctors’ visits, hospital treatment, etc). Please indicate the dates and description of additional treatment given as a result of this injury. | | |
| **DATE OF RECORD:** | |  |
| **RECORDED BY:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature |