

***Your Business Name* WORK HEALTH AND SAFETY (WHS) POLICY**

Policy statement

The Company and management recognise that the health and safety of all workers and third parties is of vital importance and is key to a successful business.

We aim to continuously maintain and improve the work environment to ensure that it is, so far as is reasonably practicable, safe for all workers and third parties and without risk to their health. The Company will endeavour to continuously improve health and safety in the workplace through consultation, the adoption and improvement of safe work practices, as well as increasing the awareness of health and safety obligations for management and all other workers.

Your Company Representative

WHS Officer / Safety Officer / HR

On behalf of Your Company Name

4th March 2021 (Apply Effective Date*)

Review date: 3rd March 2022 (Choose Appropriate Date For Review*)

WHS obligations

The Company's responsibilities

The Company aims to:

- (a) Provide and maintain a work environment (including equipment and systems of work) that is, so far as is reasonably practicable, safe for all employees and third parties and without risk to their health; and
- (b) provide adequate facilities for the welfare of workers and other persons at work;
- (c) provide information, training, instruction and supervision as necessary to maintain a healthy and safe workplace;
- (d) monitor the workplace and the health and safety of workers to assist in preventing injury and illness;
- (e) communicate with senior management on a regular basis on any matters that concern the provision of a healthy and safe workplace; and
- (f) consult with workers on matters of work health and safety.

Managers, employees and other workers are responsible for ensuring the health and safety of themselves and others at work.

Duties of management

Specifically, managers, supervisors and other similar position holders are also required to:

- (a) keep updated on work health and safety matters;
- (b) understand the practices and the processes used by the Company to comply with its work health and safety duties;
- (c) ensure that the appropriate resources and processes are available to eliminate or mitigate any risks to health and safety of workers and third parties;
- (d) maintain adequate mechanisms for receiving, considering and acting on any information received regarding workplace incidents or hazards;
- (e) monitor workplace conditions and identify issues that need to be actioned to maintain a healthy and safe workplace, including any matters raised by other workers; and
- (f) consult workers on health and safety matters, and ensure that proper supervision and training is provided for a safe workplace.

Duties of employees

As an employee or other worker, your obligations are as follows:

- (a) you must take all reasonable steps at work to ensure your health and safety and the health and safety of others. This includes wearing and using all safety gear provided to you;
- (b) you must comply with any applicable codes of practice and all directions given to you in relation to WHS issues;
- (c) you must not engage in practical jokes or other conduct which may result in injury to others;
- (d) you must immediately notify your manager or supervisor if you become aware of any matter which you consider may affect the health or safety of employees or visitors to the Company;
- (e) you must immediately notify your manager or supervisor if you sustain a workplace injury or become aware that another worker has suffered a workplace injury; and
- (f) as soon as practicable after you have become aware of any potential hazard, have sustained a workplace injury, or have become aware that another worker has sustained a workplace injury, you must complete all relevant reporting forms to report the hazard and/or injury.

Duties of visitors and non-employees

If a person is not a worker, but attends the Company's premises, they must:

- (a) take reasonable care of their own health and safety;

- (b) take reasonable care that their actions or omissions do not adversely affect the health and safety of others, and
- (c) comply, so far as they are reasonably able, with any instructions that may be given by the Company regarding any health or safety matters.

All employees, other staff and visitors to the Company must comply with this policy. Failure to comply with this policy may result in disciplinary steps being taken including termination and may expose you and the Company to prosecution.

Reporting Accidents and Injuries

As per your duties as a worker, all accidents, injuries and 'near misses', whether they occur at work or while travelling to and from work, must be reported immediately to your manager, or if that person is not available, to another person with management responsibilities.

In addition:

- (a) Where there is a very minor injury which requires no treatment or first aid treatment only, a record should be made on the Register of Injuries;
- (b) Where an accident, injury or 'near miss' occurs that requires or has the potential to require medical treatment, it should be reported on the Incident or Hazard Report form as soon as possible, and no later than 24 hours after the event. The Company's workers compensation insurers will be notified of any injuries that may require compensation within 48 hours. The results of any investigations or corrective actions will also be summarised on the Incident or Hazard Report Form;
- (c) If requested, you must also complete a Worker's Injury Claim Form and obtain a certificate of capacity from the treating doctor. Together with the Company's insurance company and the worker's treating doctor, a suitable return-to-work plan will be coordinated for any worker who requires it.

Reported incidents or hazards will be investigated by the Company promptly. We will identify the causes and assess any hazards that need to be controlled. Management will discuss the incident with you or any relevant workers to decide on suitable controls needed to eliminate or mitigate any risks in place.

Hazard and Risk Identification

The Company has processes in place to identify, assess and control workplace hazards along with measures to review those controls.

If a potential hazard is identified, the manager or worker should report the hazard or risk as soon as possible, regardless of how minor it may seem. Once identified, the severity of the hazard will be assessed and appropriate control measures will be implemented to eliminate or mitigate the hazard. The implemented control measures will be reviewed for effectiveness, and adjusted if necessary.

Emergency Evacuation Procedure

The Company and management will ensure that employees are familiar with the evacuation procedures and the location of any emergency exits.

In the event of an emergency that may impact the Company's premises or the safety of workers, appropriate instructions will be provided.

If an evacuation is announced, workers should leave the building immediately via the nearest emergency exit to the nearest evacuation assembly point, in accordance with the premises' evacuation plan. At all times you should remain calm and do not run, panic or take any belongings with you while evacuating.