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# Work Health and Safety Policy

# TEMPLATE

1. **Purpose**

[ORGANISATION] is committed to ensuring, as far as reasonably practicable, the health, safety and welfare of the working environment for its employees, volunteers, contractors, Board Directors and visitors to its premises.

1. **Application**

This policy applies to:

1. All employees and Directors; and
2. Contractors, volunteers and visitors to [ORGANISATION]’s premises, to the extent that it is relevant to them.
3. The “workplace” meaning working on site or off-site, attendance at a work-related conference or function, and attendance at other work-related events, including retreats and social events.
4. **Policy**

**[**ORGANISATION] will ensure the safety of employees, volunteers, contractors and Board Directors when in the workplace in relation to their physical and psychological safety.

[ORGANISATION] will comply with all requirements of the Work Health and Safety Act and associated WHS Codes of Practice of [State/Territory].

**Employees** are required to:

* Participate in health and safety training, discussion, and activities
* Follow reasonable health and safety instructions from managers or supervisors
* Report any serious incidents, accidents, injuries or accidents in the workplace to their supervisor
* Report any potential hazards to their supervisor
* Aim to work in a way that does not endanger the health or safety of themselves or others
* Properly use and maintain safety equipment
* Make sure visitors follow safety rules in the workplace
* Implement all detailed safety procedures.

**Contractors** to [ORGANISATION] will:

* Assess risks to their health and safety arising from the provision of their services
* Have control measures in place to address those risks, including complying with any relevant [ORGANISATION] policies and practices

**Supervisors/managers** will:

* Have the same responsibilities as noted for employees as above
* Be committed to the provision and maintenance of a healthy and safe workplace
* Use risk identification, assessment and control principles to maintain safe and healthy work practices
* Appropriately respond to health and safety incidents
* Keep a record of:
* incidents and injuries
* hazard identification, risk assessment and control processes
* maintenance of equipment
* training

**Safe work practices**

[ORGANISATION] notes the following practices as currently relevant to health and safety at the workplace:

1. Building evacuation procedure
2. Equal Employment Opportunity Policy
3. Ergonomic workstations
4. Incident reporting (Appendix 1)
5. Motor Vehicle Policy
6. Sexual Harassment Policy
7. Workplace Bullying Policy

## Relevant legislation

* Work Health and Safety Acts of States and Territories
* Work Health and Safety WHS Codes of Practice of States and Territories

## Associated policies

* Equal Employment Opportunity Policy
* Motor Vehicle Policy
* Sexual Harassment Policy
* Workplace Bullying Policy

## Authorisation

<Signature of Board Chair>
<Signature of Manager>
<Date of approval by the Board>
<Name of Organisation>

**Appendix 1: Hazard and incident report form**

|  |  |
| --- | --- |
|  | Location: Date: Name: Reported to:  |
| **Worker to complete**  | **DESCRIPTION OF HAZARD/INCIDENT**:**CORRECTIVE ACTION:** Taken Required |
| **Manager to complete** | **ACTION TAKEN**:**FURTHER ACTION REQUIRED:** |
|  | **Employer** Date  |
|  | **Worker** Date  |