6.5 Work Health and Safety Policy

**Purpose**

To ensure a healthy and safe workplace for employees and volunteers with <Insert Organisation Name>.

**Background**

Legally, all Tasmanian workplaces are governed by the provisions of the Work, Health and Safety Act 2012. There is, furthermore, a moral responsibility and business incentive to maintain a safe and healthy workplace.

**Policy**

<Insert Organisation Name> is committed to Work Health and Safety (WHS) and will provide, maintain and promote a safe working environment for all its employees, volunteers and visitors. <Insert Organisation Name> regards compliance with all legislative requirements as the minimum standard and is committed to effective consultation and cooperation with its employees to:

1. Promote and develop measures to ensure that this environment is achieved; and
2. Provide adequate mechanisms for reviewing the effectiveness of those measures.

In fulfilment of these legal and moral obligations, <Insert Organisation Name> undertakes to make every reasonable effort to ensure continuous improvement in the areas of:

* accident prevention;
* safer work processes;
* hazard identification and risk assessment; and
* implementation of methods to control or remove hazards.

Work Health and Safety is the shared responsibility of all people participating in the workplace. These responsibilities include but are not limited to:

**Management**

* Establishment of WHS management practices in the form of documented WHS procedures in line with this policy.
* Review of <Insert Organisation Name>’s WHS Policy and Procedures no less than every twelve months.
* Consultation and cooperation with staff, including provision of necessary information, instruction, training and supervision to employees.
* Workplace safety inspections no less than every three months.

**Employees and Volunteers**

* Adherence to WHS Policy and Procedures.
* Identification and reporting of unsafe practices and conditions.
* Suggestions for improvements in health and safety.
* Participation in work place safety inspections as requested.

Furthermore, because <Insert Organisation Name> employs volunteer as well as paid staff and works with members of the public, appropriate insurance (including Workers’ Compensation, Public Liability, Professional Indemnity, and Personal Accident for Volunteers) will be held at all times as a matter of course.

This policy will be reviewed 12 months after its adoption or earlier if necessary in the light of legislative or organisational changes.

**Responsibility**

This policy applies to all staff and volunteers. It creates particular obligations for the CEO.

**Standards**

1.1-1.4, 2.1-2.3, 3.3, 4.3, 5.1-5.5, 6.1-6.3, 8.1, 8.2

**Related Policies and Procedures**

* Work Health and Safety Procedure
* Anti-Discrimination and Harassment Policy and Procedure
* Counselling and Discipline Policy and Procedure
* Volunteer Incident Reporting Procedure
* Risk Management Policy and Procedure
* Volunteer Grievance and Dispute Resolution Policy and Procedure
* Volunteer Induction and Orientation Policy and Procedure
* Volunteer Training and Development Policy and Procedure
* Continuous Improvement Policy and Procedures
* <Insert Organisation Name> Work Health and Safety Policy and Procedure
* <Insert Organisation Name> Board Workplace Health and Safety Policy

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| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |