

WORK HEALTH AND SAFETY(WHS) POLICY

This policy recognises that _____ (insert company name) is responsible for the health and safety of all employees in the workplace. In fulfilling this responsibility we have a duty to provide and maintain a working environment that is safe and without risks to health.

To meet the objectives of this policy, we are committed to regular discussions with employees to ensure that health and safety issues are regularly reviewed. Health and safety is most effective when a joint owner/manager and employee approach is used to identify and solve problems. We are committed to continuously improving WHS by addressing hazards and reviewing outcomes.

Employer/ and managers/supervisors must ensure:

- Effective implementation of this policy.
- Their responsibilities under the Act and Regulations are met.
- Agreed procedures for regular discussion between managers and employees are followed.
- All workplace hazards are identified and risks assessed and controlled.
- Regular workplace inspections are conducted.
- Information, training and supervision are provided for all employees in the correct use of plant, equipment, chemicals and other substances used.

Employees:

- Have a duty to take care of their health and safety and that of others.
- Must comply with safety procedures and directions.
- Must follow reasonable instructions.
- Must not wilfully interfere with or misuse items or facilities provided in the interest of health and safety.
- Must inform their manager or supervisor of hazards, accidents and near accidents occurring at the workplace.

Visitors and contractors must:

- Not put themselves or any of our employees at risk.
- Abide by our safety policy and rules.
- Not enter restricted areas without permission.

This policy will be regularly reviewed in the light of changes to the workplace and changes in legislation.

Management seeks cooperation from all employees in achieving our health and safety objectives and creating a safe work environment.

Employer: Employee representative:

Position: Position:

Date: Date:

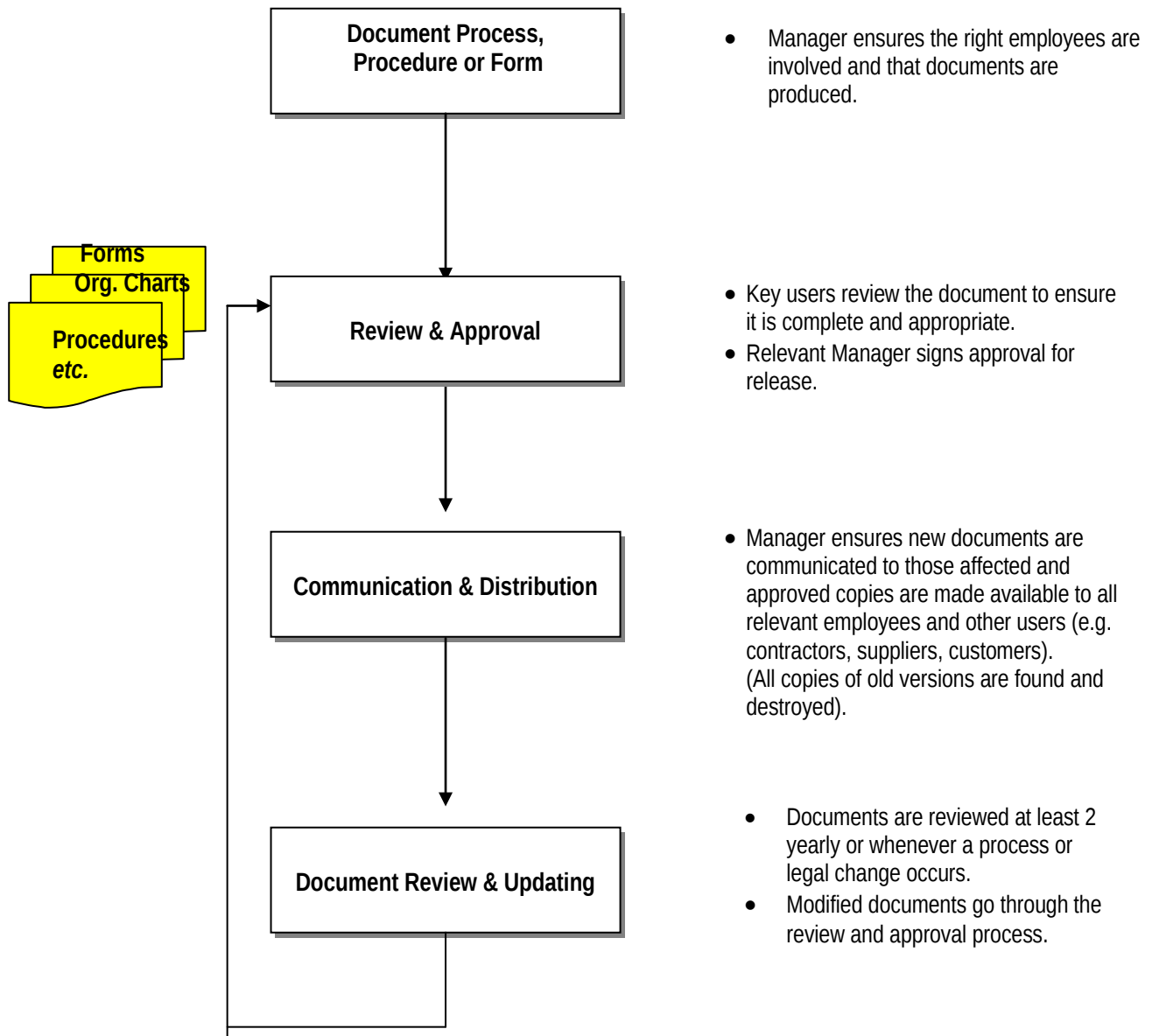
Review Date:

DOCUMENTS & CONTROL OF DOCUMENTS

POLICY:

We maintain a documented system which describes the key WHS responsibilities, procedures, forms and instructions to manage WHS, and we ensure that these are always up to date and accessible by those who need to use them.

PROCEDURE:

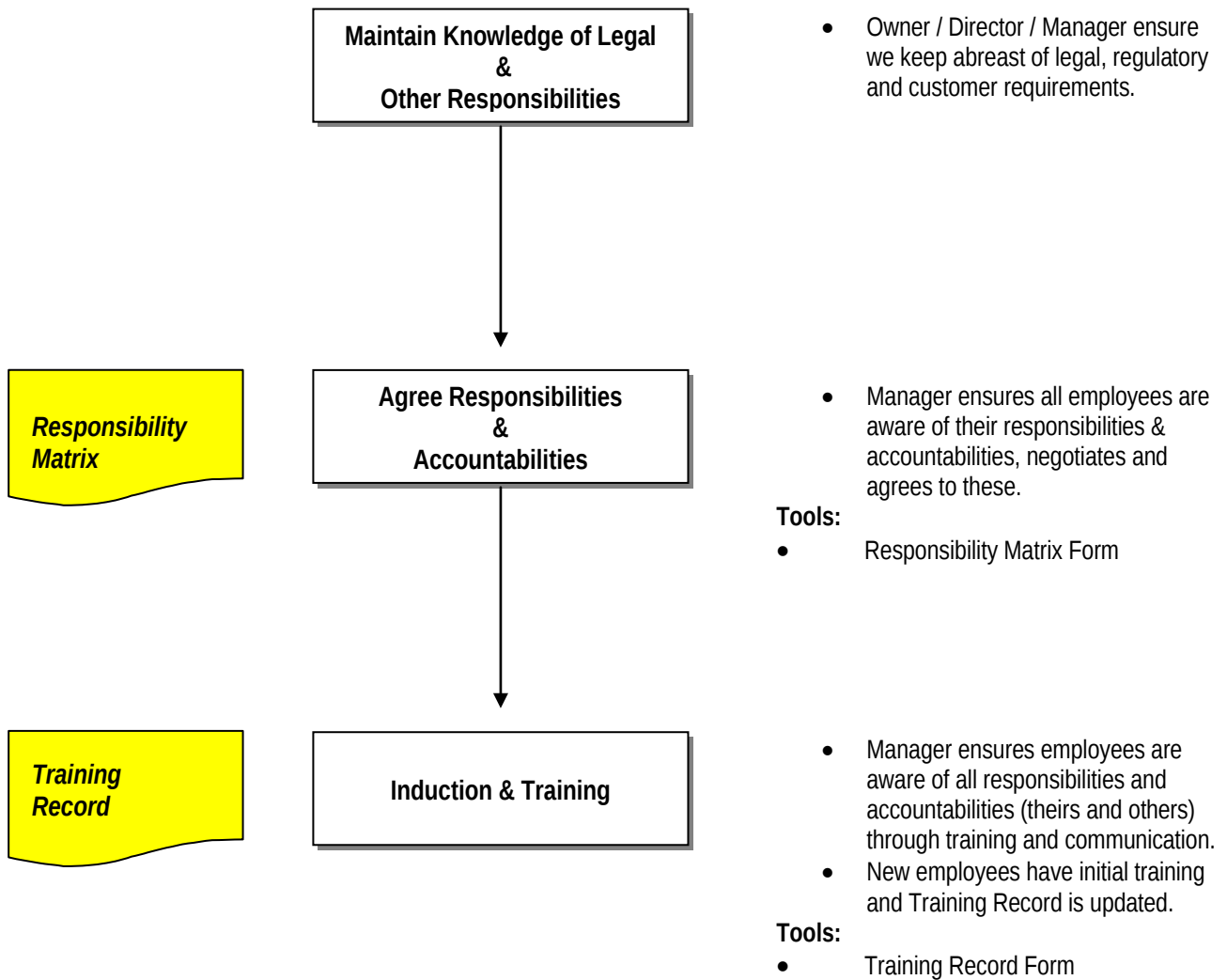


RESPONSIBILITY & ACCOUNTABILITY

POLICY:

We ensure that everyone in the organisation is aware of their responsibilities for WHS and we keep an up to date documented record of these.

PROCEDURE:



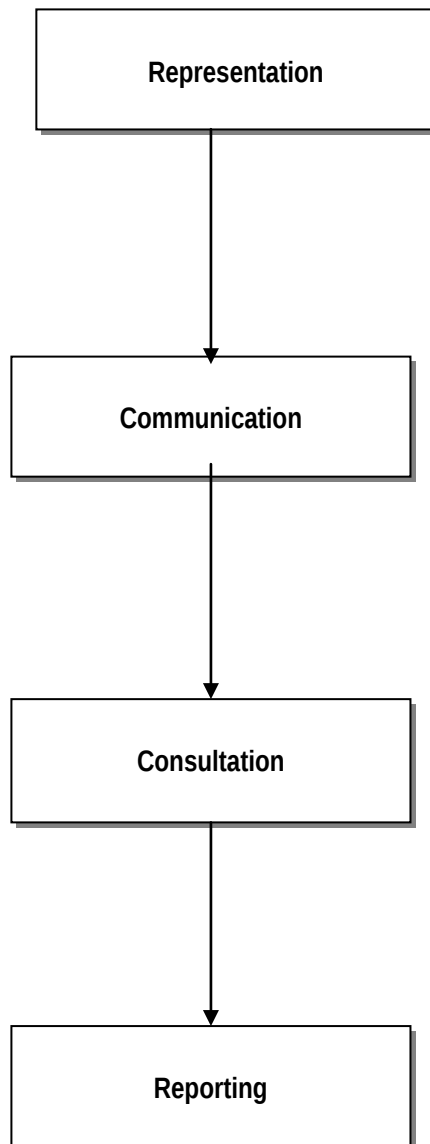
CONSULTATION, COMMUNICATION & REPORTING

POLICY:

We ensure that all our employees are positively involved in our WHS efforts by keeping them up to date with any WHS changes, consulting with them to get their input and ideas, and keeping a regular process of communication and review working.

PROCEDURE:

**Health & Safety
Reps. and
Committee
Membership**



- Owner / Director / Manager seek agreement on who is best to represent the interests of employees in communication and consultation.
- Health and Safety Committee is formed (if required).

- Manager ensures any legislated or process changes are communicated to employees.

Tools:

- Notice Board, newsletters, meetings.

- Manager supports regular Health and Safety Committee Meetings (if appropriate) and/or regular meetings with employees and/or nominated Health & Safety Representative.
- Manager also consults with affected staff for planning of process changes.

Tools:

- Health and Safety Committee Agenda
- Manager ensures relevant WHS information is provided to employees.
- Employees are responsible for ensuring all incidents are reported.

Tools:

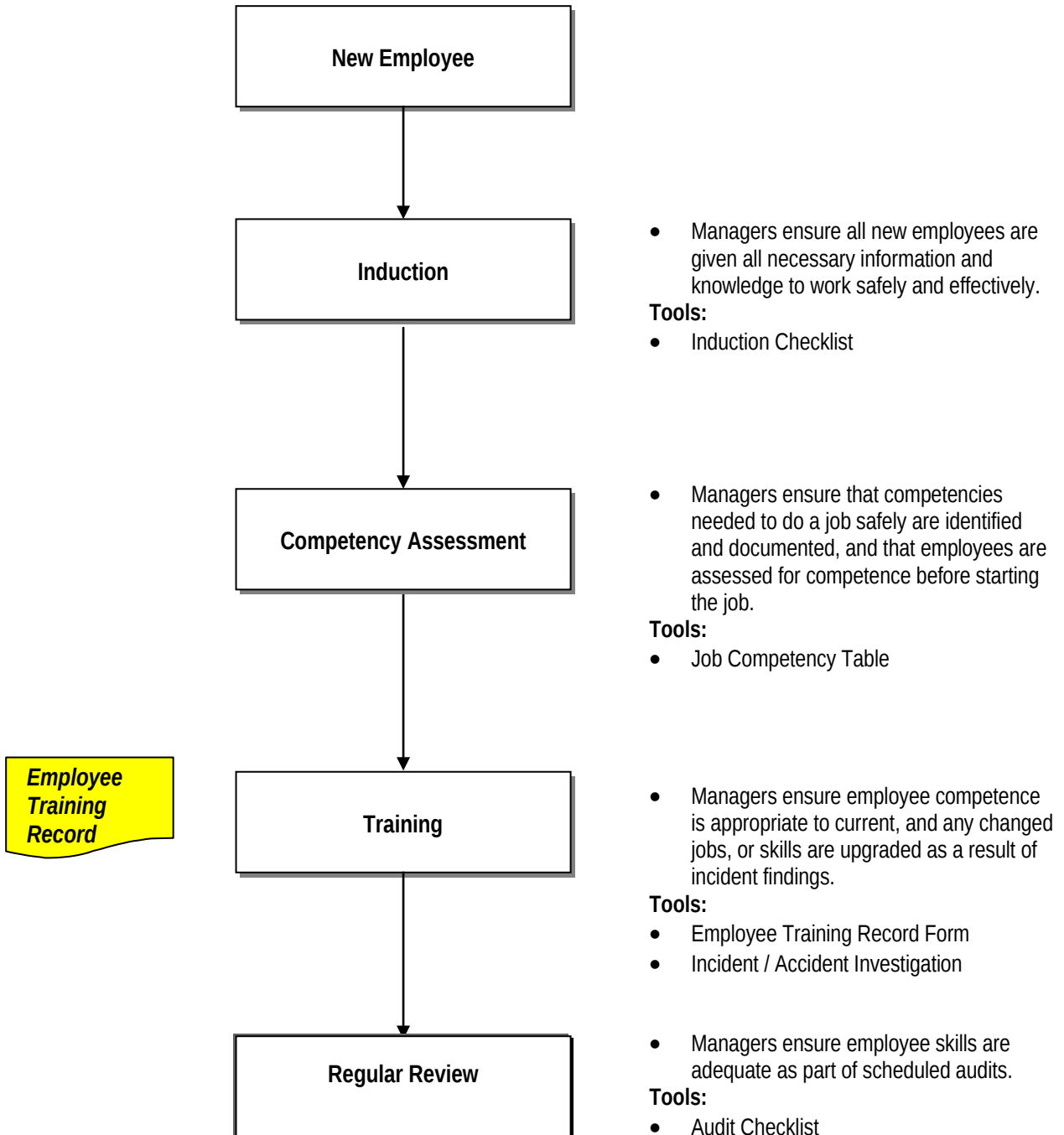
- WHS Performance Chart
- Incident / Accident Form (and Investigation Form)
- Hazard Register (updates)
- Action Plan Form (Progress Reporting)

TRAINING & COMPETENCY

POLICY:

We ensure all new and current employees are aware of their rights and responsibilities for WHS, and that they are trained and competent to do their job safely.

PROCEDURE:

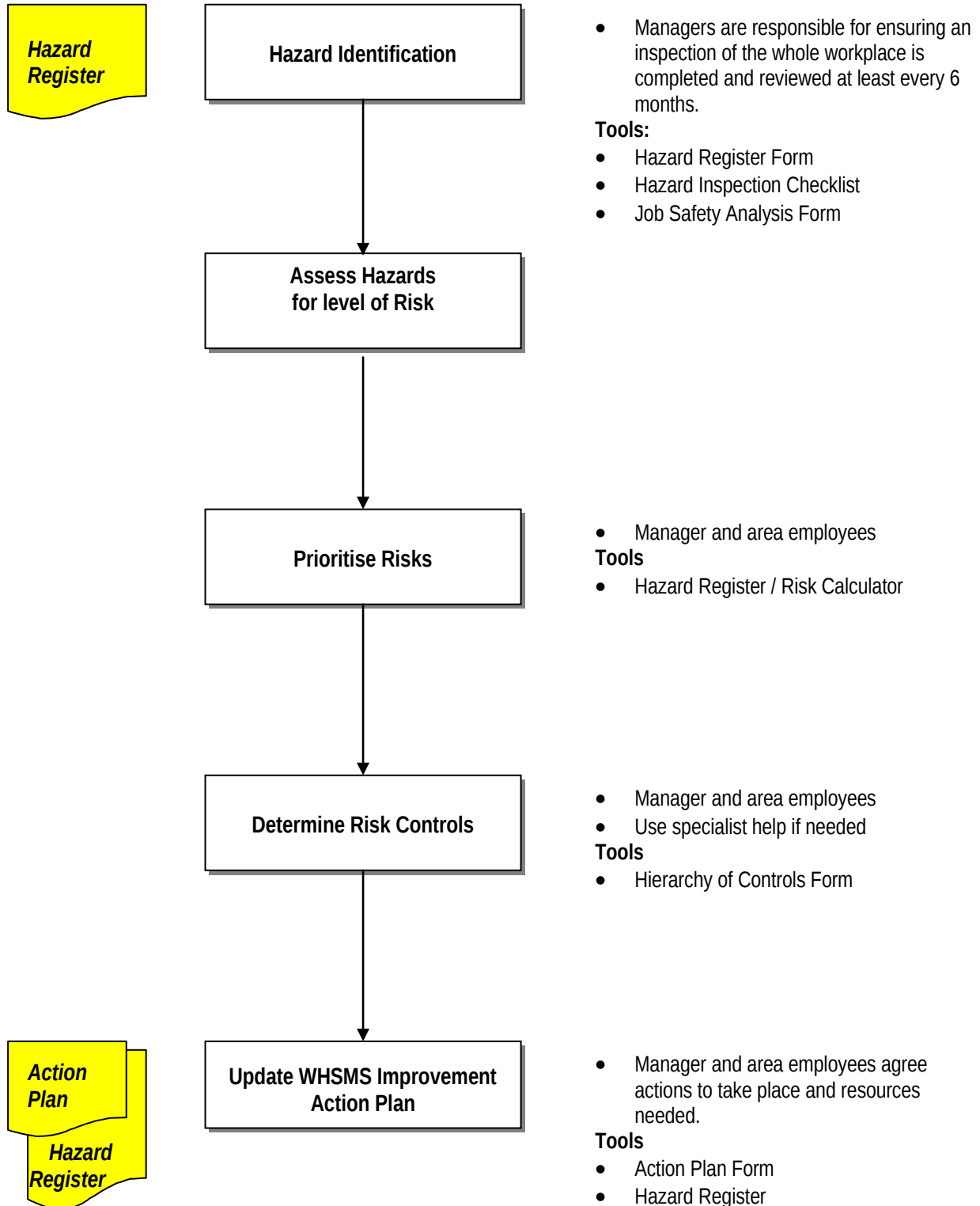


PLANNING – HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

POLICY:

We systematically work to reduce health and safety risks in our company by identifying all hazards, determining their relative level of risk and implementing controls to fix these.

PROCEDURE:

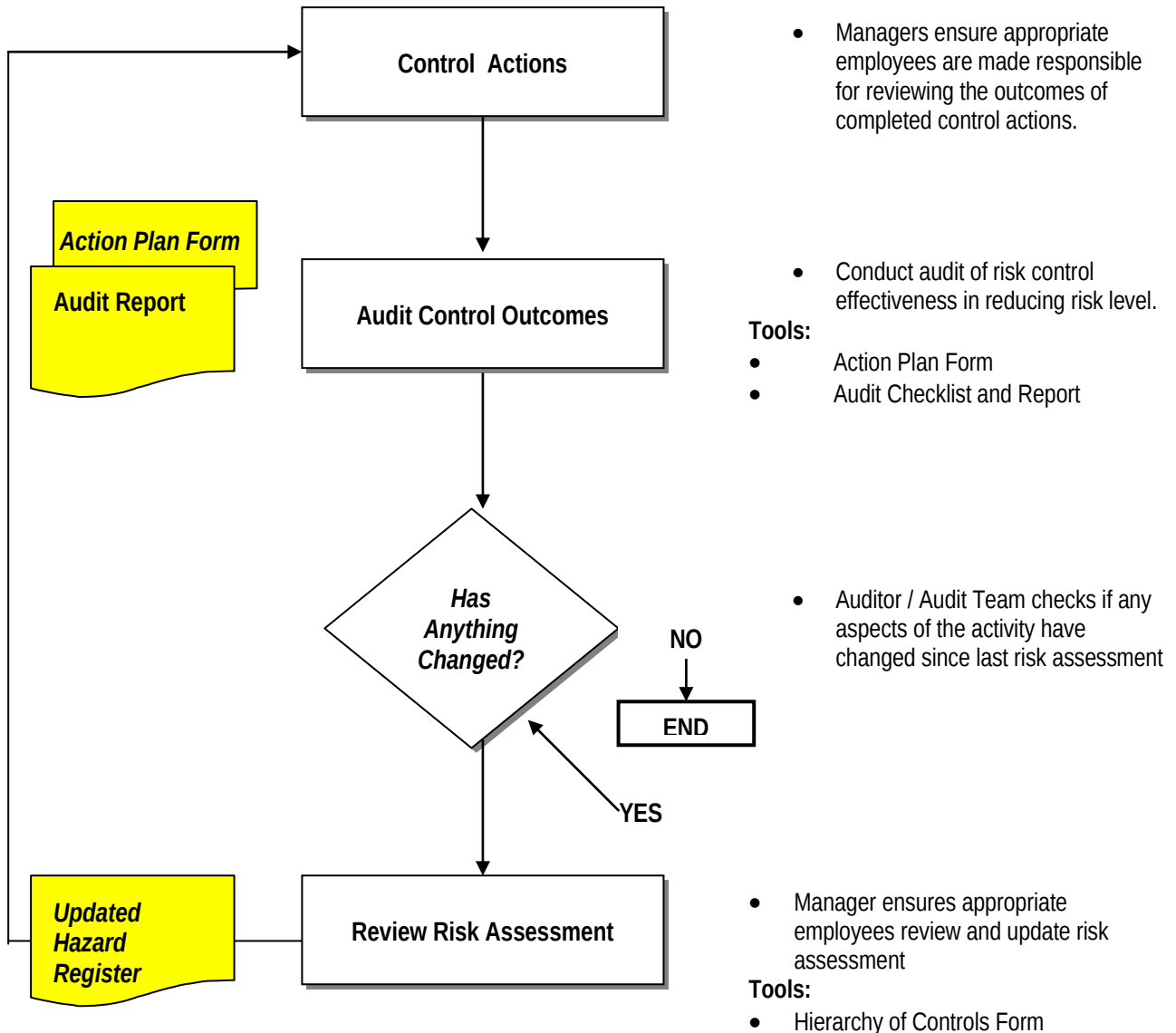


EVALUATION OF HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

POLICY:

We maintain a continuous process for identifying hazards, assessing their level of risk to employees and any others, and implement controls to reduce risk. We continually review and evaluate how effective our efforts have been as a key part of our continuous improvement in WHS.

PROCEDURE:

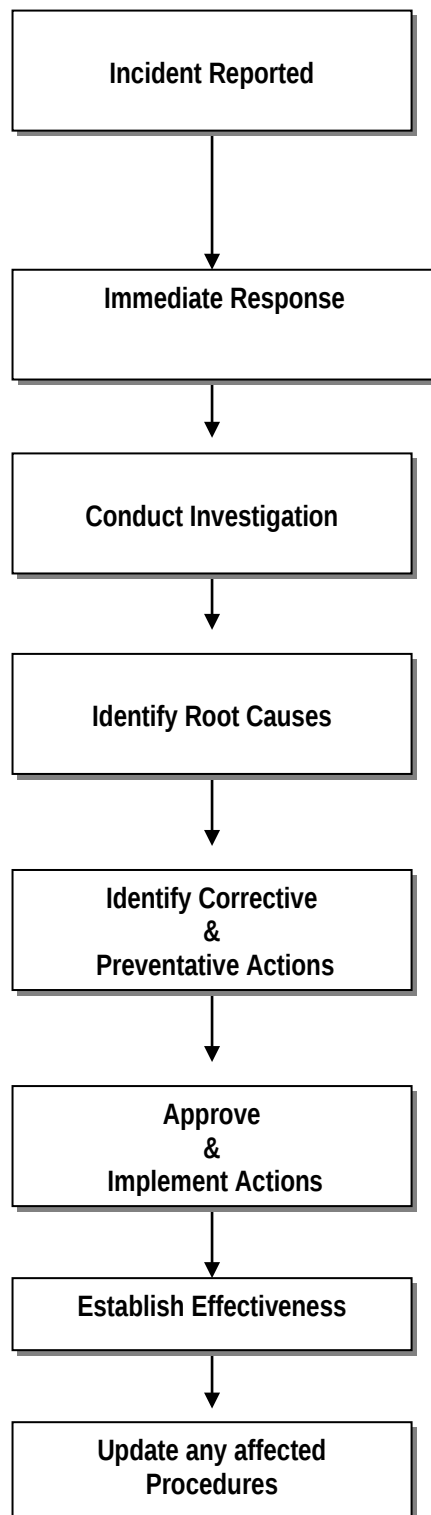
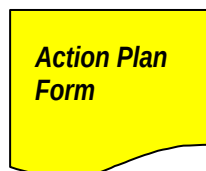


INCIDENT REPORTING, INVESTIGATION, CORRECTIVE & PREVENTATIVE MEASURES

POLICY:

We identify and record all WHS incidents whether or not these cause injury or damage, we conduct thorough investigations to learn the root causes of the incident, take immediate action to minimise harm, and look for ways to improve our processes to prevent similar incidents occurring again.

PROCEDURE:



- Manager ensures a documented process is maintained for reporting and recording all WHS incidents.
- Any employee may report an incident.
- Incident Reports are sent to the relevant manager

- Manager takes control of the affected area, ensures any injured are cared for and directs immediate actions to prevent further harm.

- Manager initiates an investigation using appropriate employees, in conjunction with the person who reported the incident.

Tools:

Incident Report Form

- Investigator / Team assess contributing factors to the incident (physical, environment, behavioural, administrative)

Tools:

Incident Report Form

- Investigator / Team identify actions / improvements to control the root cause(s) of the incident.
- Investigator / Team assess potential for similar incidents and identify actions to prevent similar incidents occurring.

Tools:

Action Plan Form

- Relevant Manager reviews and approves Action Plans.

- Investigator/ Team audit the corrective / preventative action to assess if risk has been controlled.

- Manager ensures improvements are locked into procedures.

OBJECTIVES & TARGETS

OBJECTIVE:

We will provide a workplace which continuously reduces our assessed risk levels, and WHS incident and injury results by 10% each year. We will work constantly to improve our WHS management systems and our skills to support this objective.

TARGETS FOR THE PERIOD:....

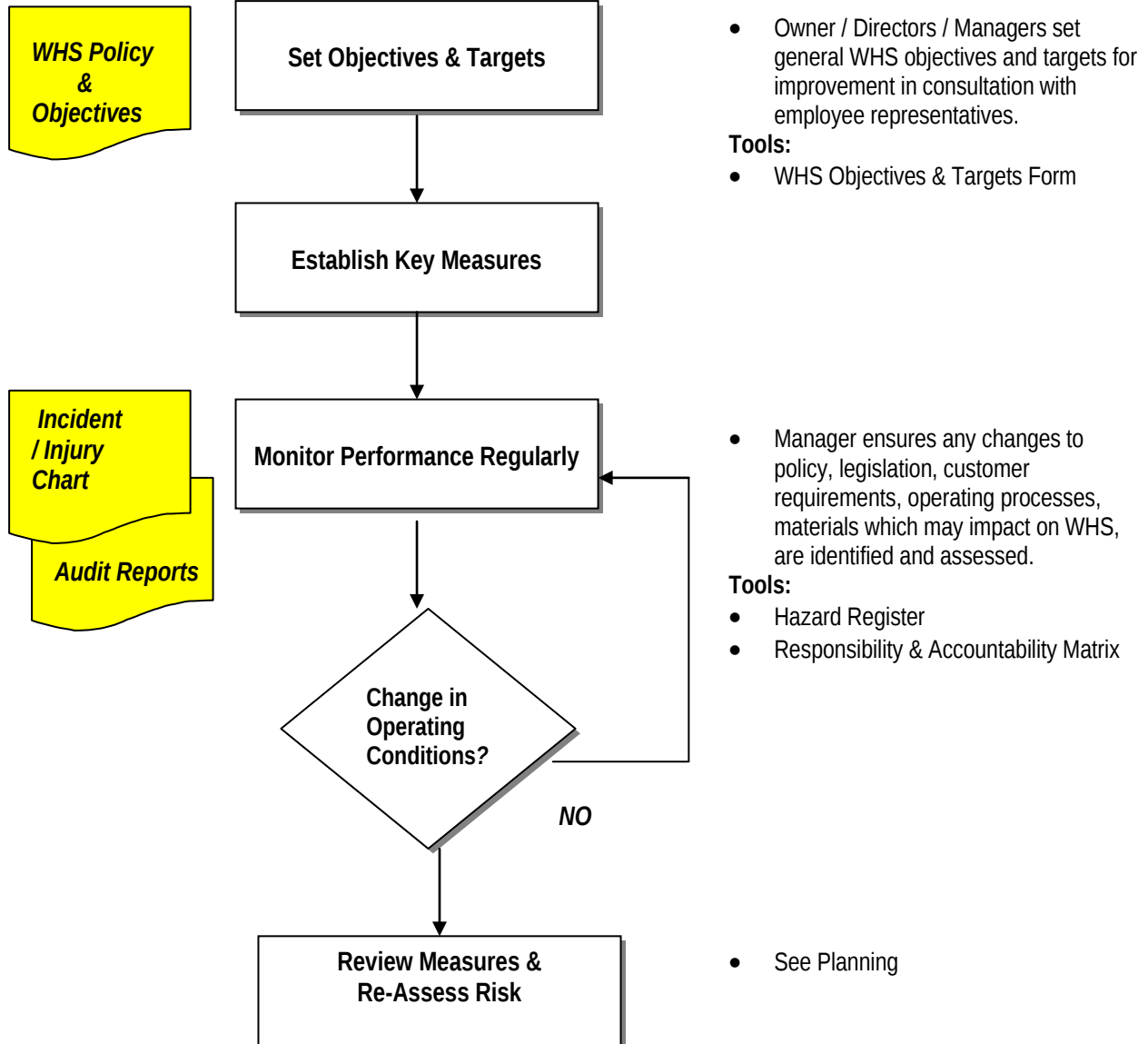
[illegible]

MONITORING & MEASUREMENT

POLICY:

We always know how we are performing against our WHS objectives and targets, and how effective our efforts have been, by capturing appropriate information and reporting our results to employees.

PROCEDURE:



WHS MANAGEMENT SYSTEM AUDITS

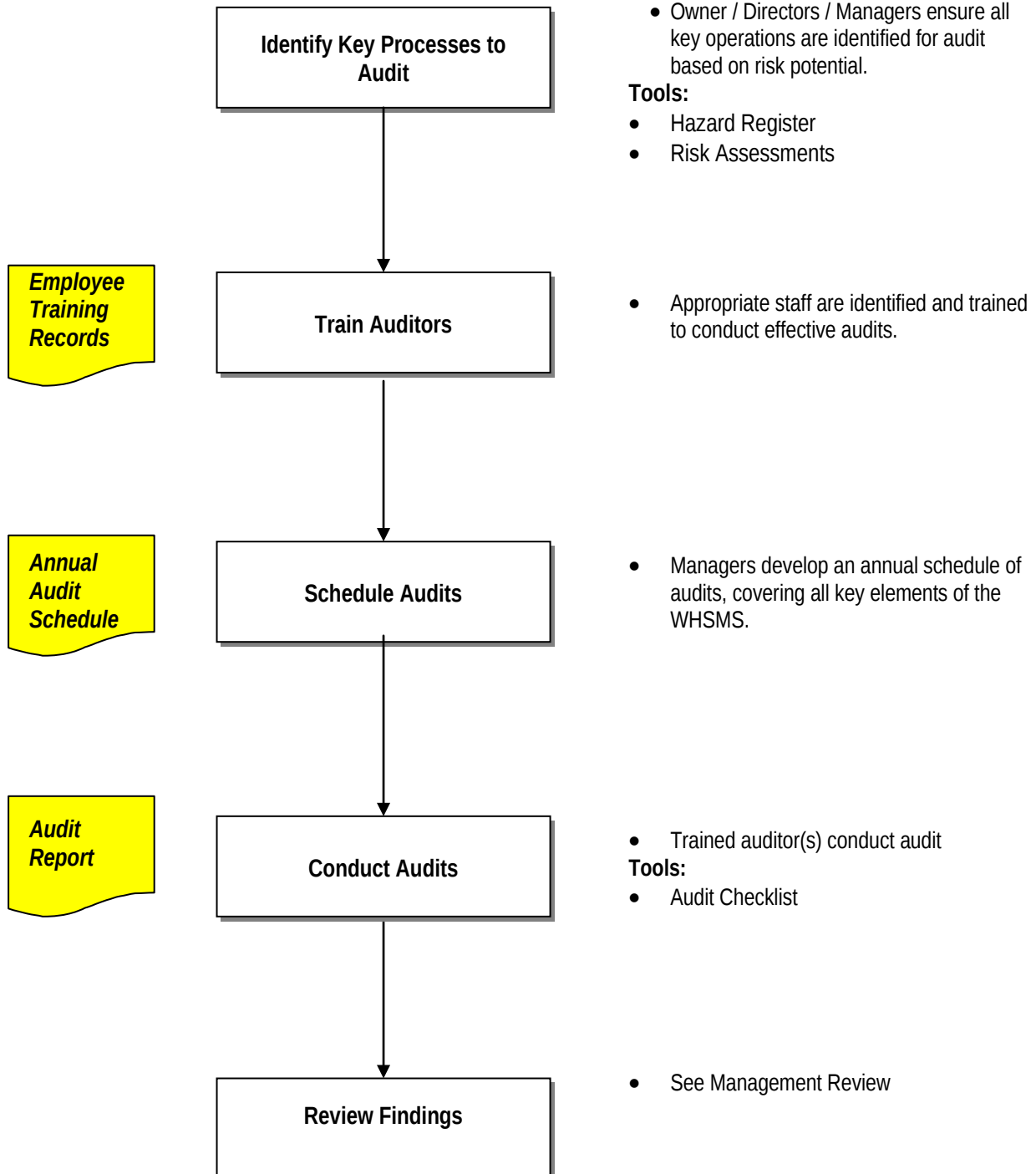
POLICY:

We use planned audits, conducted by trained auditors to assess whether our WHS Management System:

- Meets the standards we set for it.
- Is in place, kept up to date and being followed.
- Is effective in guiding our efforts to meet our WHS policy objectives, targets and legal requirements.

We use what we learn from these audits for review by managers and employees to support continuous improvement.

PROCEDURE:

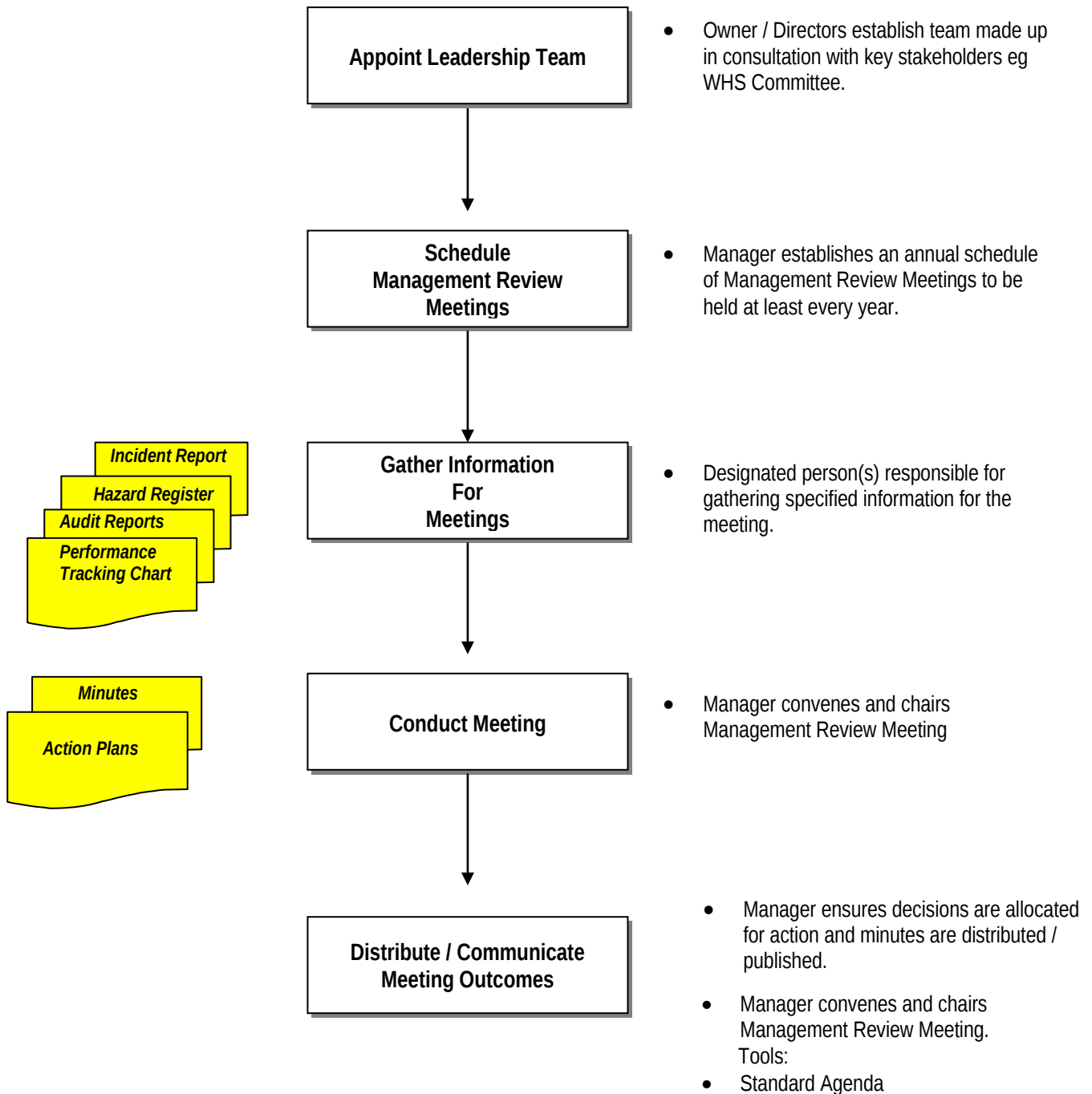


MANAGEMENT REVIEW

POLICY:

Our leadership team meets regularly, to review our WHS performance to assess the current relevance, completeness and effectiveness of our WHS Management System. The team also reviews, at least annually, our WHS Policy, Objectives and Targets to assess their suitability to our needs, goals and current legislative requirements.

PROCEDURE:



WHS RESPONSIBILITY MATRIX

This form records the person responsible and accountable for WHS tasks

[illegible]

JOB COMPETENCY TABLE

[illegible]

EMPLOYEE TRAINING RECORD

Employee:

[illegible]

MANAGEMENT REVIEW MEETING

Agenda

Date:

Venue:

Present:

1. **REVIEW OF PREVIOUS MINUTES**
 - Outstanding Action Status
2. **REVIEW OF LEGISLATIVE OR POLICY CHANGES**
 - Impact or Implications for WHSMS
3. **REVIEW OF WHS KEY INFORMATION**
 - Incident / Injury Statistics
 - Health and Safety Committee Minutes
 - Corrective and Preventative Actions
 - Audit Schedule Compliance
 - Audit Reports and Findings
 - Hazard Register
 - Risk Score
 - Training Records
4. **WHSMS SYSTEM EFFECTIVENESS**
 - Changes not covered by existing policies and procedures.
 - Compliance with WHS Management System - %
5. **CONTINUOUS IMPROVEMENT**
 - Actions agreed to address changes, gaps and shortcomings of current WHSMS.
 - Revised WHS Objectives and Targets.

ACTION PLAN

Use this document to plan and monitor WHS Activities

ACTION	WHO	COMPLETION DATE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		