



OCCUPATIONAL HEALTH & SAFETY POLICY

1. Aim

The Corporation aims to ensure the safety and wellbeing of its employees at all times. The Corporation is committed to providing and promoting a “**NO HARM**” safe and healthy working environment for all employees, contractors, visitors and members of the public.

2. Legislation

- Workers Rehabilitation and Compensation Act (1988)
- Public Health Amdnt (Smoke-free Areas) Act (2001)
- Public Health Act 1997
- Workplace Health & Safety Regs (1998)
- Workplace Health and Safety Act (1995)

3. Policy

The Corporations objective is to ensure a “**NO HARM**” environment for all employees, visitors, contractors and members of the public whilst on Corporation premises.

The Corporation is responsible for the provision of a safe and healthy working environment and this can only be achieved by the mutual co-operation of the Corporation and all its employees and contractors.

The Corporation is committed to:

- providing adequate supervision and monitoring to ensure employees are protected in their work environment from risks to their health, safety and well being;
- the ongoing commitment and allocation of sufficient resources for the development and maintenance of a health and safety risk management program that addresses safe working conditions and practices, health and safety education;
- providing and requiring employees to undertake relevant occupational health and safety training;
- compliance with the relevant legislation and applicable Australian Standards and Codes of Practice;
- establishing a framework for setting OH&S objectives and targets to ensure continuous improvement in OH&S performance and prevention of incidents and injuries;
- ongoing health and safety consultation and communication, the establishment of occupational health and safety committees at appropriate sites, the establishment of measurable objectives and targets and the regular review and evaluation of occupational health and safety strategies and programs;
- ensuring every accident, incident or near hit at work is reported and those which caused or had the potential to cause injury or illness are fully investigated and action is taken to rectify the situation;
- the provision of adequate systems and resources to effectively manage rehabilitation and return to work processes;
- ensuring appropriate security, personal and emergency equipment and procedures exist at all work locations and that all relevant personnel are familiar with and understand the use of such equipment for the protection of Corporation property, personnel and others; and
- ensuring this policy is accessible and communicated to all employees, visitors, consultants and contractors.

4. Responsibilities

Chief Executive Officer

- as Responsible Officer, is responsible for overseeing the development and operations of the Corporation's safety management system.
- will report directly to the Board on each and every lost time injury.

Accountable Persons

- under the Workplace Health & Safety Act 1995 and Regulations, are responsible for ensuring established safety practices are managed proactively and properly on a day to day basis.

Employees, visitors, contractors and consultants are responsible for ensuring:

- they act in a safe and healthy manner with due consideration to the health and safety of their fellow employees and others in accordance with this policy, Corporation safety procedures, relevant legislation and standards.
- their conduct does not contribute to the occurrence of accidents and illnesses or the creation of hazards that may endanger themselves or any other person(s).
- all hazards, accidents, incidents and near hits are reported, using the incident form or other appropriate means, to his/her Manager, Employee Safety Representative or those responsible for attendance on site as soon as practicable.
- facilities and equipment provided for safety are utilised and not interfered with.

Employees, contractors and consultants are responsible for ensuring:

- active participation in safety improvement activities.
- risk assessments and permit to work documentation is completed and displayed appropriately, where required.

All staff are required to comply with the spirit and letter of this policy and its associated procedures and undertake any relevant training as required.

5. References

- AS/NZS4801:2001 O.H & S Management System
- Risk Management Policy
- Rehabilitation Policy
- Discipline Policy
- OH&S Procedures

Approved by the Board 10/08/2010.