

POLICY: WORKPLACE HEALTH AND SAFETY

Accrete operates under harmonised work health and safety laws in the Northern Territory. This policy articulates Accrete’s commitment to provide a safe working and learning environment, and enhancing the well-being of its staff.

Application of Policy

The policy applies to all staff members, students, visitors, volunteers and contractors within the “workplace” or participating in Accrete-related activities.

Accrete is committed to:

- providing its people with a welcoming, safe and healthy working and learning environment;
- continuously improving its health and safety performance and management systems with the aim of eliminating work-related injury and illness;
- supporting and promoting well-being;
- complying with Commonwealth and State/Territory work and health and safety legislation and regulations, national codes of practice and Australian/New Zealand standards;
- consulting with staff members and their representatives, contractors, participants and others about work health and safety, and well-being issues;
- regularly reporting and applying learnings from workplace incidents, hazards and near misses;
- facilitating hazard identification and risk control processes across its operations to continuously improve health and safety performance;
- providing return to work programs that will support sustainable and a timely return to work for injured staff members; and
- allocating appropriate resources, including training and instruction, to facilitate a welcoming, safe and healthy working and learning environment to ensure that everyone knows how to apply safe systems of work and their work health and safety responsibilities.

Roles and Responsibilities

All Staff and Participants

Staff and participants are responsible for each other's safety and wellbeing, including their own. They must actively participate in Workplace Health and Safety consultation processes, comply with safe work instructions or procedures, and identify and report hazards, incidents and 'near misses'.

Management

Management shall ensure that Accrete manages its workplace health and safety duties and allocates sufficient resources to ensure appropriate safe systems of work. The members actively monitor and evaluate health and safety management. They continuously learn about workplace health and safety (WHS) matters and respond to information about incidents, hazards and risks, and implement processes to manage these risks and ensure compliance with Accrete’s health and safety duties. They consult with staff about health, safety and wellbeing issues and ensure that safe systems of work are applied in the working and learning environment. They also support their staff to identify and manage hazards, and report all incidents and near misses to apply key learnings from these events.

Document Title:	POL-Workplace Health and Safety-V2.docx	Date created:	7 December 2017
File path:	Z:\All Matters PTB\PTB Company\RTO Management\ASQA Standards\7-Governance and Administration\Policies\Word versions\POL-Workplace Health and Safety-V2.docx	Author:	A Leahy

Contractors

Contractors consult with Management about hazards and apply safe systems of work. They familiarise themselves and comply with legislative requirements and formally assess and manage WHS risks.

Definitions


Please find below the definitions for this policy.

<i>Definition</i>	<i>Explanation</i>
Management	<p>People who can makes decisions, or participate in making decisions that affect the whole, or a substantial part, of a business or undertaking.</p> <p>It is a requirement of Health and Safety legislation that any officer of an organisation must exercise due diligence to ensure that the organisation complies with its health and safety duties. This means they must ensure that the organisation has appropriate systems of work in place and they must actively monitor and evaluate health and safety management within the organisation.</p>
"Workplace"	<p>A place where work is carried out for a business and undertaking and includes any place where a worker goes, or is likely to be, while at work. Health and safety legislation applies to all of these locations.</p>

Policy Review

Accrete may make changes to this policy and procedure from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the CEO. Any staff member who requires assistance in understanding this Policy should contact the CEO.

APPROVAL

Policy applies to	All staff	Approval date	7 December 2017
Approval authority	CEO	Signature	
Date of Last Revision	7 December 2017	Date of Review	2 February 2018

Document Title:	POL-Workplace Health and Safety-V2.docx	Date created:	7 December 2017
File path:	Z:\All Matters PTB\PTB Company\RTO Management\ASQA Standards\7-Governance and Administration\Policies\Word versions\POL-Workplace Health and Safety-V2.docx	Author:	A Leahy