

Work Health and Safety Policy

INTRODUCTION

1. The *Occupational Health and Safety Act 1989*, under which all employees and employers in the NSW other than those of the Commonwealth are covered, underpins this policy. The Act aims to provide a broad framework for employers, their employees and their unions to achieve improved levels of occupational health and safety.

2. The specific objects of the legislation are to:

- a. secure the health, safety and welfare of employees at work
- b. protect persons at or near workplaces from risks to health or safety arising out of the activities of employees at work
- c. promote an occupational environment for employees that is adapted to their health and safety needs; and
- d. foster a co-operative consultative relationship between employers and employees on the health, safety and welfare of employees at work.

OCCUPATIONAL HEALTH AND SAFETY (WH&S) STATEMENT

3. AGH Camps Pty Ltd:

- a. is committed to ensuring a safe and healthy working environment for all its employees.
- b. believes that most work-related injuries and diseases are preventable and that a "zero accident" target is desirable.
- c. considers that there is nothing more important in the undertaking of anyone's job than prevention of injury or ill-health to people in its workplace.
- d. recognises that its managers and supervisors have primary responsibility for providing and maintaining a working environment that is safe and without risks to health.

PURPOSE OF THE POLICY

4. This policy describes how AGH will go about implementing its commitment to WH&S. It specifically details the key actions and procedures required to meet this commitment, the responsibilities of the Director and employees, and the special role and functions of the health and safety representative in ensuring the health and safety of staff.

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

5. AGH accepts primary responsibility for ensuring a safe and healthy working environment for all its employees. To achieve this outcome, AGH will introduce an occupational health and safety system which provides for identification and assessment of hazards and risks, consultation, education and monitoring of the work environment.

Roles and Responsibilities of Managers

6. A workplace health and safety representative will cooperate with management to:
- a. encourage employees to fully support injury and illness prevention
 - b. assist staff to identify and assess hazards
 - c. consult with staff to eliminate or control these hazards
 - d. conduct health and safety inspections
 - e. investigate workplace injuries, accidents or illnesses
 - f. liaise with the Program Director to resolve workplace health and safety issues
 - g. remain well informed about workplace health and safety performance
 - h. consult with staff about changes in the workplace that may affect the health and safety of employees
 - i. undertake monthly workplace inspections and convene monthly WH&S meetings.

Employee consultation

7. Because of their daily contact with the workplace, employees have the most detailed knowledge of the work processes and the potential hazards in the workplace.

To identify and eliminate potential workplace hazards AGH will encourage employees to report any matters in respect of workplace health and safety to their supervisor and the health and safety representative or his/her deputy.

To facilitate the exchange of information, the health and safety representative will review, at the monthly staff meeting, the health and safety performance of the workplace and raise any matters or issues on behalf of employees.

Staff Awareness of Occupational Health and Safety

8. AGH will ensure that all its employees have a sound knowledge and awareness of the principles and practices of workplace health and safety.

9. To achieve this outcome, AGH will:

- a. inform all new employees of AGH 's health and safety policy as part of their induction process
- b. provide funds for staff to attend an occupational health and safety awareness training course as soon as possible after the date of their commencement of employment at AGH; and
- c. provide funds for the health and safety representative to attend regular training courses as these become available in order to increase his/her knowledge of workplace health and safety.

Procedures for identification and assessment of workplace hazards and risks

10. AGH expects all its employees to take an active role in identifying situations with the potential to cause harm or injury in the workplace. AGH through its managers and supervisor will assist employees to identify potential hazards by:

- a. encouraging all employees to read publications, including relevant codes of practice
- b. periodically screening health and safety videos to all employees as these become available
- c. requesting the health and safety representative or his/her deputy to periodically check records of injuries and accidents which have occurred in the workplace, and disseminate this information to all AGH employees
- d. requesting the health and safety representative or his/her deputy to undertake a monthly inspection of the workplace using the Work Safe Australia Workplace Inspection Checklist
- e. ensuring that an inspection report is prepared after an inspection, which identifies any issues indicating a lack of a safe system of work or the need for more attention to the way health and safety is managed. This report is to be tabled at the monthly staff meeting.

Procedures for elimination and control of workplace hazards

11. Where a health and safety inspection has identified a potential hazard, the health and safety representative or his/her deputy in consultation with the Director may take immediate remedial action to eliminate or control the hazard. Where possible, the decision on what to do about a potential hazard should be made in consultation with the employees concerned. Such remedial actions are to be detailed in the inspection report.

12. Where an accident has occurred, the health and safety representative or his/her deputy, in consultation with the Director will take the following actions:

- a. make sure it is safe to approach the scene
- b. see that the injured person is receiving first aid or medical treatment
- c. see that nothing is removed or altered until enquires have been completed
- d. undertake an inspection of the scene, where appropriate taking photographs or sketches
- e. obtain as much information as possible from the injured employee and witnesses about the accident; and
- f. check that the accident has been reported to the relevant authorities (Safework NSW, SIRA or icare).

Responsibilities of employees

13. While the Director accepts primary responsibility for ensuring a safe and healthy working environment for its entire staff, all employees are expected to assist in ensuring that the health and safety management system operates effectively. All employees are expected to take reasonably practicable steps to:

- a. use safe work practices and procedures
- b. use appropriate safety devices, safeguards and equipment provided in the interests of health, safety and welfare of AGH employees
- c. co-operate in all activities aimed at prevention of workplace accidents, injuries and illnesses
- d. report unsafe or defective equipment and work arrangements to the health and safety representative or his/her deputy
- e. report all accidents, injuries and illnesses occurring in the workplace or occurring whilst travelling to or from the workplace to the health and safety representative or his/her deputy
- f. where an incident or a near-miss has occurred, the employee will immediately complete an incident report
- g. where an injury has occurred, the employee will complete, as soon as possible, a workplace injury and disease recording form; and
- h. attend occupational health and safety training courses as such courses become available.

Review of the System

14. To ensure that the health and safety management system remains effective in providing a safe and health work environment, AGH WH&S policy and procedures will be reviewed periodically. This review will focus on the effectiveness of individual elements of the system, the relevance of changes to Commonwealth and State WH&S legislation which may have occurred, and any other matters which potentially impact on the system.