

# Compliance: Workplace safety policy

<b>Policy No.</b>	C-5		
<b>Version No.</b>	5	<b>Date:</b>	July 2017
<b>Board meeting date of acceptance</b>	July 2018		
<b>Effective date</b>	August 2018		
<b>Review date</b>	July 2024		
<b>Related policies and documents</b>	Injury Management and Return-to-Work Program Human Resources Programs and Training Recruitment & Selection Procedures Induction Procedures		

## Scope

This policy applies to all stakeholders of Amélie Housing.

This includes

- Staff
- Tenants
- Applicants
- Contractors
- Volunteers

## Policy Statement

Amélie Housing is committed to meeting its Work, Health and Safety Obligations for all stakeholders.

Amélie Housing takes all action required to meet Work, Health and Safety Acts and Regulations to make the workplace as safe as reasonably possible.

Amélie Housing will work to ensure stakeholders are aware of their responsibilities under the Work Health and Safety national framework.

Additional Information on Work, Health and Safety legislation, codes of practice and regulations by state and territory can be found on the [Australian Government Website Business.gov.au](http://Australian Government Website Business.gov.au)



## Compliance

**This policy assists Amélie Housing in complying with:**

Compliance Document	Section/Number	Area
National Community Housing Standards	7.4	Human Resources – Work, Health and Safety
National Regulatory Code Evidence Guidelines	4b 4c	Transparent processes Legislative requirements met

## Principles

All Amélie Housing's stakeholders contribute to Work, Health and Safety. Amélie Housing operates a Workplace Safety Program involving identifying risks or hazards, responding to risks and hazards, and responding to any incidents that may occur.

## Objectives

**This policy provides the framework for:**

- Working safely
- Maintaining a safe work environment
- Health promotion for all stakeholders
- Reducing injuries
- Complying with legislation and codes of practice

## Strategies

### Risk Management:

Amélie Housing has established a documented occupational health and safety and risk management system with procedures for identifying, assessing, and controlling workplace hazards. This system has been developed by the International Risk Management Standard AS/NZ ISO 31000.

### Consultation:

Employees can provide input into the Workplace Safety program. Management will consult with employees, contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfil their WHS responsibilities.



**Managers:**

Each manager must ensure that this policy and the Workplace Safety program are developed and effectively implemented in areas under their control and to support supervisors and hold them accountable for their specific responsibilities.

**Supervisors:**

Each first-line supervisor is responsible and will be accountable for taking all practical measures to ensure that the workplace under their control is safe and without health risks and that the behaviour of all persons in the workplace is safe and without health risks.

The supervisor will be held accountable for detecting unsafe or unhealthy conditions or behaviour.

If supervisors do not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to a manager with the necessary authority to affect a remedy.

**Employees:**

All employees must cooperate with the Workplace Safety Program to ensure their health and safety and the health and safety of others in the workplace.

All employees will carry out their work according to the safe systems of work and use all plant, materials, tools and substances in the manner they are intended.

**Contractors, Sub-Contractors and Visitors:**

All visitors, contractors and sub-contractors engaged to perform work on Amélie Housing's premises are required to comply with Amélie Housing's Workplace Safety Program and to observe directions on health and safety from Amélie Housing's managers. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

## Workplace health and safety program

Housing is committed to effectively implementing its Workplace Safety Program and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of occupational health and safety, including, but not limited to:

- WHS training and education for all employees – general and hazard-specific
- Work system and procedure design, workplace design and standard work methods
- Changes to work methods and practice
- Emergency procedures and drills
- Provision of WHS services, equipment, and facilities
- Workplace inspections and safety plans
- Reporting and recording of incidents, accidents, injuries, and illnesses
- Provision of information to employees, contractors, sub-contractors, and visitors.

## Evaluation

Amélie Housing is committed to establishing measurable objectives and targets for WHS to ensure continuous improvement to eliminate work-related illness and injury.

The effectiveness of Amélie Housing's WHS & Risk Management Program will be measured by the following:

- Effective identification of hazards.
- Effective development and implementation of safety plans; and
- Decrease in lost time due to illness and injury, and a reduction in premiums.

## Resource implications

- Appointment of a WHS & Return-to-Work Coordinator
- Provision of First Aid Facilities
- Allocation of time for practical safety training in the workforce
- Regular monitoring and review of the Workplace Safety Program