

## SD – Workplace Health and Safety

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### Background

Our Occupational Health & Safety (OHS) Policy is based on the conviction that the wellbeing of our employees is one of the major considerations in our business. It is a shared responsibility and all of us must not only take responsibility for our own safety, but also for the safety of others. A good safety record is a clear indicator of good management.

### Obligations

As the employer we must ensure our responsibilities under the Occupational Health and Safety Act 2004 (Vic), the Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017 and the Workplace Injury Rehabilitation and Compensation Act 2013 are met.

These include our responsibilities to:

- take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers
- provide ways to consult with our workers to be informed about and involved in health and safety issues at work
- provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- conduct regular workplace inspections.
- Workplace health and safety legislation applies equally to physical and mental health.

### Our Commitments

We are committed to all our work activities being carried out safely and with all possible measures taken to remove (or at least reduce) risks to the health and safety of workers, contractors, visitors, and anyone affected by our operations. We are committed to complying with the relevant legislation, regulations, and applicable Codes of Practice and Australian Standards.

We will provide a workplace free from risks to health and safety by implementing the highest possible standards to protect our workers' physical and mental health, safety, and well-being.

We will engage and consult with all workers and others involved with our business to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree.

## SD – Workplace Health and Safety

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We have a workplace environment where workers and others involved with our business are encouraged and supported to raise health and safety issues and help reduce and manage them.

### Responsibilities

All **managers** will:

- be accountable for maintaining a workplace that is safe and without risk to physical and mental health
- implement health and safety policies and procedures
- undertake training so that you are knowledgeable about your OHS obligations and responsibilities
- provide necessary supervision with regard to employee health and safety
- consult with employees about any matter that affects health and safety
- Take occupational health and safety matters into consideration when making decisions regarding changes to work practice.
- Ensure that all occupational health and safety concerns are addressed in a timely manner.
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All **employees** will:

- take reasonable care for their own health and safety and that of their workmates
- observe health and safety procedures
- undertake training so that they know about their OHS obligations and responsibilities
- comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- co-operate with their supervisors and managers to achieve a workplace that promotes health, safety and wellbeing
- Immediately report matters of concern to the Chief Executive Officer or designate.

Our **visitors and contractors** must:

- not put themselves or any other person at the workplace at risk
- comply with our safety policy and procedures.



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### **References:**

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017*

*Workplace Injury Rehabilitation and Compensation Act 2013*