



# **Work, Health and Safety Policy**

FAIRNESS | INCLUSION | RESPECT | EXCELLENCE | SAFEGUARDING

## Document Version Control

Greenacres will maintain a high standard of quality and control of all documented information and records. All documents (either retained or referred to) within Greenacres Quality Management System (QMS) will be current, suitable for use, accessible, quality controlled, and stored in a safe and secure location.

Greenacres policies will be reviewed by the relevant senior manager when: a known change has occurred; an incident or complaint has been received; or prior to the mandatory three year review period where no other reviews have occurred.

<b>Section 1</b>	<b>Title</b>	Work, Health and Safety Policy		
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	<b>Document Owner</b>	Chief People Officer		
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<b>Section 2</b>	<b>Version No</b>	<b>Modified/Reviewed By</b>	<b>Modifications Made</b>	<b>Date</b>	<b>Status</b>
	001			15/11/2018	Approved
	002	KMT	Converted to new format	17/03/2021	DRAFT
	003	SN	<ul style="list-style-type: none"> <li>• An expanded and more detailed purpose</li> <li>• Includes WHS principles, consultation and due diligence</li> <li>• References to current legislation (Work, Health and Safety Regulation 2017)</li> <li>• Implemented a responsibilities framework that identifies what individuals are responsible for</li> <li>• Includes reference to the WHS Committee</li> <li>• Includes reference to training and engagement</li> <li>• Includes reference to WHS Audit</li> </ul>	08/07/2021	DRAFT
	004	Board	Reviewed and approved	01/12/2021	APPROVED
	005	KMT	Updated the Values in banner on cover page and Document Version Control Section and replaced any obsolete position titles and terms with current ones	27/06/2023	

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### 1 PURPOSE

- 1.1 In accordance with the [WHS Act 2011 \(NSW\)](#), Greenacres, as a Person Conducting a Business or Undertaking (PCBU), has a primary duty of care to ensure workers and others are not exposed to a risk to their health and safety.
- 1.2 Greenacres is committed to:
  - 1.2.1 meeting its obligations, so far as is reasonably practicable, to ensure the health and safety of workers and other people like participants, contractors, visitors and volunteers, and
  - 1.2.2 providing a physically and mentally safe workplace for workers, participants, contractors, visitors and volunteers.
- 1.3 This Policy defines Greenacres' commitment principles, along with an approach of continuous improvement of health, safety, and wellbeing across the organisation.
- 1.4 All workers, participants, contractors, volunteers and visitors hold an individual and collective responsibility to work, behave and engage in activities in a safe manner to prevent physical and psychological injury or illness.

## 2 SCOPE

- 2.1 This Policy applies to all Greenacres operations and to its workers, participants, contractors, visitors and volunteers.

## 3 WORK, HEALTH AND SAFETY PRINCIPLES

- 3.1 Greenacres will undertake the following to ensure and fulfill its commitment to provide healthy and safe workplaces:
- 3.1.1 develop, implement, and maintain a health and safety management system,
  - 3.1.2 comply with applicable health and safety legislation, as well as other requirements such as Codes of Practice and Australian Standards,
  - 3.1.3 implement and review health and safety risk management processes (including mental health hazards), when new processes, equipment and activities are considered and/or implemented. The risk management process will ensure workplace hazards are identified, assessed, controlled and reviewed where they are not able to be eliminated,
  - 3.1.4 have meaningful and open consultation about work, health and safety with workers, participants, contractors, visitors and volunteers,
  - 3.1.5 allocate sufficient financial and physical resources to enable the effective implementation of the WHS Policy and legislative requirements,
  - 3.1.6 provide appropriate resources such as equipment and information and training about substances and safe systems of work,
  - 3.1.7 establish measurable WHS objectives and targets with the focus on the elimination of work-related illness and injury,
  - 3.1.8 investigate all instances of near misses, injury or illness with a no-blame approach to identify appropriate corrective and remedial actions to prevent reoccurrence,
  - 3.1.9 regularly review and amend risk assessments, particularly following an incident or near miss, when a hazard is identified or emerges or new or changed operational activities, and
  - 3.1.10 regularly review and audit its policies, procedures and practices, and
  - 3.1.11 as far as is reasonably practicable, consult with workers who carry out work for the business or undertaking and who are directly affected by a health and safety matter.

## 4 WORK, HEALTH AND SAFETY DUTIES AND RESPONSIBILITIES

### Officers

- 4.1 [Section 27](#) of the [WHS Act 2011 \(NSW\)](#) outlines the duties of officers of a PCBU.
- 4.2 An Officer is defined in the Act as a person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.
- 4.3 Greenacres' Officers are the Board of Directors and the Executive.

## **Board of Directors**

4.4 The Board of Directors have overall accountability for this policy.

## **Executive**

4.5 The Executive, consisting of the Chief Executive Officer (CEO) & other Executive Officers, has responsibility to ensure this policy:

4.5.1 is implemented, monitored and complied with,

4.5.2 aligns with relevant legislation, government policy and Greenacres values, and

4.5.3 is reviewed to evaluate its continuing effectiveness.

4.6 The Executive will support their workers to fulfil their health and safety responsibilities and accountabilities within their area of responsibility.

## **Human Resources Department**

4.7 The People & Culture Team has responsibility to ensure all workers are effectively trained on and engaged with this policy.

## **All workers, participants, contractors, visitors and volunteers**

4.8 All workers, participants, contractors, visitors and volunteers have a responsibility to:

4.8.1 take reasonable care for their own safety and the safety of others and comply with all reasonable instructions, policies, procedures or guidelines of Greenacres in relation to health and safety,

4.8.2 immediately report an incident, injury or near miss to their Greenacres Supervisor or Representative and, if appropriate, make safe actual or potential hazards where identified, and

4.8.3 participate in/assist with investigations following the reporting of a hazard, incident, accident or near miss.

## **WHS & Property Coordinator**

4.9 The WHS & Property Coordinator will provide advice regarding specific health and safety matters, inform Greenacres' Executive on legislative changes and assist with the development, implementation and monitoring of this Policy and the WHS management system.

## **Health and Safety Committee**

4.10 WHS Committee are responsible for the following:

4.10.1 acting as an advisory mechanism to identify, assess and make recommendations on control strategies,

4.10.2 monitoring and reviewing workplace inspections, workplace hazards, incidents, injuries and investigations,

4.10.3 developing and reviewing risk assessments and risk controls,

4.10.4 reviewing safe work procedures (SWP),

4.10.5 developing safety rules and information, and

4.10.6 reviewing emergency procedures and drills.

## **Due diligence**

- 4.11 Greenacres' Executive are responsible for ensuring that Greenacres takes all reasonable steps to ensure due diligence and compliance with:
- 4.11.1 maintaining up-to-date knowledge of work, health and safety matters as they apply to specific operation,
  - 4.11.2 understanding Greenacres' hazards and risks,
  - 4.11.3 ensuring Greenacres has, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety associated with the operations of the business or undertaking,
  - 4.11.4 ensuring Greenacres has appropriate processes to receive information about incidents, hazards and risks, and can respond to, investigate and remedy that information in a timely manner,
  - 4.11.5 ensuring the business has processes, and implements those processes, to comply with any WHS obligation, and
  - 4.11.6 verifying that these steps have been carried out.
- 4.12 Relevant Greenacres policies and procedures that enable and ensure due diligence are listed in [Greenacres Documents](#) in [Section 8](#) of this policy.

## **5 TRAINING AND ENGAGEMENT**

- 5.1 Greenacres will promote a safety culture that motivates employees to work safely and maintain a safe workplace. Greenacres' WHS training and engagement will:
- 5.1.1 involve employees and others in decisions, encouraging and valuing their participation and make two-way communication easy,
  - 5.1.2 inform and train employees and others in safe work practices,
  - 5.1.3 encourage continuous discussion and feedback on safety practices and initiatives,
  - 5.1.4 provide short but frequent training sessions. This includes WHS monthly safety topic key actions, and toolbox talks, e-moodles and workplace face-to-face/TEAMS engagement,
  - 5.1.5 reward positive individual and team behaviours through recognition to instill Greenacres' safety values, and
  - 5.1.6 implement safety campaigns to engage staff.

## **6 WORK, HEALTH AND SAFETY AUDIT**

- 6.1 Auditing of WHS performance is conducted annually (as a minimum) at each workplace. Details about the WHS audit process, who will perform the audit(s), the audit timetable and details of who the results are reported to are contained in the Work, Health and Safety Audit Procedure.
- 6.2 A WHS audit and/or risk assessment may also be conducted at any time, including after an incident or near miss occurs.

## **7 CONSULTATION**

- 7.1 Greenacres will consult, as far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are directly affected by a health and safety matter.

## **9 FEEDBACK**

- 9.1 Workers can provide feedback about this document by emailing [whs@greenacres.net.au](mailto:whs@greenacres.net.au).