

DOCUMENT	WORK HEALTH & SAFETY POLICY
AREA	WORK HEALTH & SAFETY (WHS)

1. Statement

At Carers SA we are committed to the wellbeing, health and safety of our Staff, volunteers, contractors and visitors. Furthermore, we are committed to the prevention of injury and illness by providing safe working environments through the ongoing management of WHS and the aim to have safe and healthy behaviours as part of our everyday work practices.

2. Scope

This policy applies to employees, students on work experience placement, volunteers, contractors and Board Directors. For the purpose of this procedure all will be referred to as 'Staff'.

3. Objectives

- The prevention of injury or ill health to any person arising from their work for or involvement with Carers SA, through the provision of a healthy and safe work environment, both physically and psychologically.
- Implementing, maintaining and continually improving a Work Health and Safety Management System (WHSMS) that seeks to eliminate hazards and where that is not reasonably practicable, to take steps to minimise risks for Staff and others that may be impacted by our work.
- Compliance with the requirements of the Work Health and Safety Act (2012), Work Health and Safety Regulations (2012) and relevant Codes of Practice and Standards.

4. Responsibilities

The involvement and commitment of all Staff at every level is required to achieve Carers SA WHS objectives as follows;

The Board will

- Ensure that Officers exercise due diligence to ensure that Carers SA complies with its WHS duties and obligations.
- Ensure systems for safe working conditions as far as reasonably practicable are implemented at Carers SA.
- Oversee the legislative compliance of WHS and the ongoing compliance to and improvement of the WHS Management System (WHSMS).

Chief Executive Officer (CEO)

The CEO, as the Officer will ensure that:

- Due diligence is exercised to ensure that Carers SA complies with its WHS legal obligations and duties.
- Carers SA has appropriate systems of work in place and actively monitor and evaluate the effective implementation of WHS framework, systems and processes and ensure they are met and maintained.
- Adequate resources (financial, equipment and people) are provided and maintained to meet the objectives of this policy and the WHSMS.
- Appropriate consultative mechanisms are in place to ensure that Staff, and where appropriate, external providers and agencies are consulted about Carers SA WHSMS.
- Appropriate training, information, instruction, and supervision is provided to Staff to ensure they understand and can implement the WHS requirements.

- Hazard and incident reporting processes are established that meet legislative requirements and ensure that senior management is promptly and appropriately advised of WHS issues or incidents.
- Monitor the performance of WHS through key performance indicators and regular reporting.

Executive Team

Members of the Executive will ensure:

- The effective implementation of WHS practices in line with Carers SA WHS framework, systems and processes
- They have a clear understanding of key WHS issues in their area of responsibility and for Carers SA overall
- They lead safety inspections and audits in area of responsibility and support these in other areas
- Ensure that WHS roles and responsibilities are effectively communicated and understood, via position descriptions, performance development, discussions, meetings and forums
- Monitoring of WHS performance through key performance indicators and regular reporting
- Active support in the planning, promotion and implementation of health safety and wellbeing initiatives.
- Work Health and Safety is an integral part of daily activities at Carers SA, and demonstrate this through their planning, communication and work practices

Executive Manager People and Culture *will:*

- Take overall responsibility and be accountable to the CEO for ensuring the implementation, monitoring and review of the WHSMS.
- Ensure that Officers, Executive Team and Staff are aware of changes to legislation or organisational requirements that impact or may impact on WHS and that appropriate action is taken to minimise risk.
- Develop and maintain policies, procedures, and other elements of the WHS management system that support managers, supervisors and Staff to meet their WHS responsibilities.
- Coordinate, record and report on all WHS training, including maintaining refresher and compliance training needs.
- Ensure hazards are identified, risks are assessed, and appropriate controls are implemented to eliminate, or where that is not reasonably practicable, minimise the risk of harm to any person.
- Ensure appropriate equipment (including relevant PPE) is available to all relevant Staff and appropriately maintained.
- Ensure that consultative processes meet legislative and organisational requirements and are implemented and recorded.
- Ensure that the CEO is made aware of any breaches, deficits or non-conformances that might impact on the achievement of the objectives of the WHS management system.
- Monitor and report on WHS performance in accordance with Carers SA reporting requirements.
- Establish a monitoring system to ensure that WHS documents and processes are regularly reviewed in consultation with Staff and the CEO to ensure that they continue to meet legislative and organisational needs.

Managers and Team Leaders (Line Managers)

will ensure that:

- The WHS management system is fully implemented in their area of control.
- The line manager and all persons under their control are aware of and comply with the requirements of the WHS management system.
- Ensure appropriate equipment (including relevant PPE) is available to Staff and fit for purpose.
- Report on WHS performance in accordance with Carers SA reporting requirements.
- Any hazard or incident identified by the line manager, or reported by any person under their control is promptly and appropriately responded to with a view to eliminating or minimising risks to health or safety.

- Where they do not have the necessary authority to implement appropriate controls to eliminate or minimise risk, that the line manager ensures all persons are safe and reports the situation immediately to the Executive Manager People and Culture or CEO. Take all reasonable steps to protect their own health and safety and that of others at work.

Staff will

- Comply with all reasonable instructions.
- Comply with policies, procedures, work instructions and participate in training.
- Participate in WHS consultative forums and processes and contribute ideas to improve WHS in their area.
- Promptly report any hazard or incident, including near misses to their line manager, and comply with all Carers SA WHS requirements as advised in induction and/or in contracts.
- Take all reasonable steps to protect their own health and safety and of those they are working with.
- Promptly report any hazard or incident, including near misses to Carers SA.
- Cooperate with others in relation to actions taken by Carers SA to comply with WHS legal requirements
- Where required participate in WHS induction, information and training.

5. Monitor and Review

The Executive Manager People and Culture, in consultation with relevant Staff or their representatives, will periodically review the WHS Policy to ensure it is consistent with legislative and other requirements, contemporary best practice and the needs of Carers SA.

6. Communicating this Policy

This policy can be accessed via the Carers SA intranet page (SharePoint). New Staff shall be made aware of this policy as part of their induction.

7. Related Legislation

- Work Health and Safety Act (2012)
- Work Health and Safety Regulations (2012)

8. Related Documents

- WHS Incident Near Miss and Hazard Form
- WHS Incident, Near Miss and Hazard Reporting Procedure
- WHS Incident, Near Miss and Hazard Investigation Procedure

SHAREPOINT PAGE			
Department	WORK HEALTH & SAFETY (WHS)		
Document Type or Subsection	WORK HEALTH & SAFETY (WHS) POLICIES		
REVIEW			
Frequency	Every Two years	Administrator	Executive Manager People & Culture
Next review date	March 2026	Custodian / Delegate	CEO
VERSION CONTROL			
Version number	4.0	Author / Reviewer	Abi Wheeler
Approval date	March 2024	Approved by	David Militz