

# Work Health and Safety Policy

SAMPLE

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## Purpose and Scope

This Work Health and Safety (WHS) Policy sets out [Company Name]'s commitment to providing a safe and healthy workplace for all workers and others who may be affected by our work activities. It establishes the framework for how WHS risks are identified, assessed, controlled, monitored and reviewed in accordance with applicable WHS legislation, codes of practice and Australian Standards.

This policy applies to:

- All workers engaged by [Company Name], including employees, contractors, labour hire workers, apprentices, trainees and volunteers.
- All workplaces under the management or control of [Company Name], including offices, worksites, vehicles, client premises and remote or home-based work locations.
- All work activities conducted by or on behalf of [Company Name], including planning, design, procurement, operations, maintenance, travel and events.

The policy is supported by WHS procedures, risk assessments, safe work method statements (SWMS), training programs and other safety documentation that together form [Company Name]'s WHS management system.

## WHS Commitment Statement

[Company Name] is committed to:

- Promoting and maintaining a work environment that is safe and without risks to health, so far as is reasonably practicable.
- Eliminating risks to health and safety, so far as is reasonably practicable, and where elimination is not reasonably practicable, minimising those risks.
- Complying with all applicable WHS legislation, regulations, codes of practice and relevant standards.
- Consulting, cooperating and coordinating with workers and other duty holders on WHS matters.
- Providing workers with information, instruction, training and supervision necessary to enable them to work safely.
- Continuously improving WHS performance through planning, measurable objectives, monitoring, review and corrective actions.

This commitment applies equally to physical health and safety and to psychological health and safety, including the prevention and management of psychosocial hazards such as work-related stress, bullying, harassment and occupational violence.

## WHS Objectives

[Company Name] will establish, implement and maintain measurable WHS objectives and targets that are appropriate to the nature and scale of our operations. These may include, but are not limited to:

- Reducing the frequency and severity of work-related injuries and illnesses.

- Reducing the incidence of near misses and dangerous occurrences.
- Improving hazard reporting rates and the timely completion of corrective actions.
- Increasing worker participation in WHS consultation and training activities.
- Improving compliance with SWMS, procedures and safe work practices.

WHS objectives will be reviewed at least annually by senior management, in consultation with workers or their representatives, to ensure they remain relevant and achievable and reflect changes in legislation, operations, technology and best practice.

## Legislative and Regulatory Compliance

[Company Name] will comply with all applicable WHS legislation and related instruments, including, as relevant to our jurisdiction and operations:

- Work Health and Safety Act and Regulations of the applicable state or territory.
- Workers' compensation and injury management legislation.
- Electrical, plant, hazardous chemicals and construction-specific regulations where applicable.
- Approved Codes of Practice issued by WHS regulators.
- Relevant Australian Standards and industry guidelines.

To support WHS compliance, [Company Name] will:

- Identify and maintain a register of applicable WHS legal and other requirements.
- Monitor changes to WHS legislation and update policies, procedures and practices as needed.
- Provide information and training to managers and workers on their legal rights and responsibilities.
- Cooperate with WHS regulators and provide access to information, documents and workplaces as required by law.

## WHS Responsibilities

### Officers (e.g. Directors, Senior Executives)

Officers of [Company Name] have a duty to exercise due diligence to ensure that [Company Name] complies with its WHS obligations. This includes taking reasonable steps to:

- Acquire and keep up-to-date knowledge of WHS matters.
- Understand the operations of [Company Name] and the associated hazards and risks.

- Ensure [Company Name] has, and uses, appropriate resources and processes to eliminate or minimise WHS risks.
- Ensure [Company Name] has, and uses, appropriate processes for receiving, considering and responding to information about incidents, hazards and risks.
- Ensure [Company Name] has, and implements, processes for complying with WHS duties, such as reporting notifiable incidents, consulting with workers and maintaining records.
- Verify that the resources and processes provided are being implemented and are effective.

## Managers and Supervisors

Managers and supervisors are responsible for implementing this policy within their areas of control. They must:

- Demonstrate visible safety leadership and promote a positive safety culture.
- Ensure risk management processes are applied to all work activities under their control.
- Develop, implement and maintain safe systems of work, including procedures and SWMS where required.
- Ensure workers are consulted on WHS matters and encouraged to report hazards, near misses and incidents.
- Provide workers with adequate information, instruction, training and supervision to perform their work safely.
- Ensure plant, equipment and substances are safely used, handled, stored and maintained.
- Investigate incidents and near misses, implement corrective actions and monitor their effectiveness.
- Enforce compliance with WHS requirements and address unsafe behaviour or conditions promptly.

## Workers

All workers have a duty to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work. Workers must:

- Comply with reasonable instructions, policies, procedures and safe work practices.
- Use personal protective equipment (PPE) and safety equipment as instructed.
- Not misuse or interfere with anything provided for health and safety.
- Report hazards, near misses, incidents, injuries and illnesses as soon as possible.
- Participate in WHS consultation, training and induction activities.