

Workplace Health and Safety Policy

Policy Statement

commUnity+ is committed to safeguarding the health, safety, and welfare of all people who interact with the organisation and discharging its workplace health and safety obligations.

Child Safety Statement

Comm Unity Plus Services Ltd commits to the safety of children and young people in all that we do. It is the responsibility of all members of our team.

We understand that we have a responsibility to uphold the safety and wellbeing of children and young people who come in contact with us, our team and services. Their safety and wellbeing will always be our first priority.

We will always act promptly when we learn that a child is at risk.

Purpose

The purpose of this policy is to recognise that workplace health and safety are integral to achieving excellence in our service provision and work performance outcomes. It also serves to, as far as reasonably practicable:

- prevent workplace injuries and illnesses
- promote a safe and healthy workplace culture
- provide a framework for consulting, collaborating, and communicating with workers and health and safety representatives
- consider workplace health and safety in project planning and work activities
- allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
- ensure that workers understand their rights and responsibilities and can identify and control risks in the workplace
- drive continuous improvement in workplace health and safety.

Authorisation and Responsibility

Level	Position
Authorisation	Board
Responsibility for implementation	CEO

Board and Committees

The Board and Committees will:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- The Board will consult with the Finance & Risk Management Committee around Workplace Health and Safety
- The Board will approve all policies related to Workplace Health & Safety
- The Finance & Risk Management Committee will be responsible for reviewing and querying reporting from management.
- The Finance & Risk Management Committee will consult with the Safety Officer on matters related to Workplace Health & Safety.

Senior Leadership Team

The CEO and other Senior Leadership Team members will:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace
- Consult with workers about, and participate in, commUnity+ workplace health and safety program
- Use risk identification, assessment, and control principles to reach commUnity+'s health and safety objectives
- Ensure that all workers receive appropriate training and information on the policy and related procedures, and on their obligations under workplace health and safety laws.

Safety Officer

The CEO will appoint a Safety Officer who is responsible for coordinating the management of health and safety on behalf of the CEO. The Safety Officer does not assume the responsibility of supervisors/managers.

The Safety Officer will:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace
- Coordinate the identification, development, implementation, and review of workplace health and safety policies and procedures
- Assist supervisors/managers to identify, assess and select measures to control hazards and risks to health and safety in the workplace, and to others as a result of the commUnity+'s undertaking and work
- Assist supervisors/managers to monitor and evaluate hazard and risk control measures
- Assist supervisors/managers to identify, develop and provide appropriate workplace health and safety-related information, instruction, and training
- Monitor and advise on legislative and technical changes relating to workplace health and safety
- Monitor and provide regular reports to the CEO and the Health and Safety Committee on commUnity+'s workplace health and safety performance
- Help employees and health and safety representatives to follow policies and safe work procedures.

People and Culture

The People and Culture Department will:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace
- Ensure that all staff receives appropriate [training/information] on the policy and related procedures, and on their obligations under workplace health and safety laws.

Leadership Team

The Leadership Team will:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace
- Review relevant workplace health and safety legislation to determine whether a Workplace Health and Safety Committee is required for the workplace and/or at any particular site
- Consult with workers about, and participate in, commUnity+'s workplace health and safety program
- Use risk identification, assessment and control principles to achieve commUnity+'s workplace health and safety objectives

- Provide information and training to workers on relevant policies, procedures and workplace health and safety obligations.

Employees and Volunteers

Employees and Volunteers will:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace
- Participate in workplace health and safety training, actions and activities and support commUnity+ in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives
- Follow lawful and reasonable workplace health and safety instructions from supervisors/managers
- Report any serious incidents, accidents, injuries, or hazards in the workplace to supervisors or designated representatives
- Work in a way that does not endanger the health or safety of themselves or others.
- Properly use and maintain safety equipment
- Make sure visitors follow safety rules in the workplace.

Contractors and Visitors

Contractors of and visitors to any commUnity+ facility will:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace
- Follow lawful and reasonable workplace health and safety instructions from commUnity+
- Report any serious incidents, accidents, injuries, or hazards in the workplace and assess risks to their health and safety arising from the provision of their services
- Have control measures to address those risks, including complying with relevant policies and practices.

Workplace Health and Safety Committee:

The role of the Workplace Health and Safety Committee is to:

- Assist in developing, monitoring, and reviewing health and safety policies and procedures
- Consider any proposed or actual changes to the workplace, policies, work practices or procedures which may affect the health and safety of workers
- Promote the importance of health and safety among workers
- Monitor commUnity+'s health and safety performance
- Assist in the resolution of health and safety disputes
- The Workplace Health and Safety Committee is an organisational body, not a Board committee.

The role of the Workplace Health and Safety Committee representatives (HSR) is to:

- Represent employees from their work group in relation to workplace health and safety matters
- Investigate health and safety-related complaints before making representations to management
- Make representations to management and report back to employees on any matter relating to workplace health and safety
- Discuss with the employees any proposals or matters which may affect the health and safety of employees
- Assist management in identifying hazards, assessing risks, and implementing risk control measures

- Assist in promoting adherence to health and safety policies and procedures
- Assist in the monitoring of risk controls and health and safety policies and procedures.

Scope

This policy applies to all Board Members, employees, volunteers, visitors, consultants, and contractors.

Policy

This policy applies to any location where duties are performed (ie. Any workplace).

Commitment to workplace health and safety

commUnity+ aims to safeguard the rights of all people to work in an environment that is safe and without risks to health and safety, to the extent reasonably practicable. commUnity+ is committed to ensuring its safety processes exceed minimum statutory requirements with ISO 45001 being its goal.

commUnity+ is committed to working in partnership with all workers to identify and address workplace health and safety issues. It encourages forming work groups and appointing health and safety representatives to represent employees on health and safety matters.

commUnity+ is committed to continuously improving its workplace health and safety practice through the ongoing development of systems and processes to:

- identify, assess, and control workplace hazards
- reduce the incidence and cost of occupational injury and illness
- provide a rehabilitation system for those affected by occupational injury or illness.

commUnity+ is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.

commUnity+ is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

commUnity+ will provide the following additional benefits to help ensure a safe workplace:

- Access to counselling via a dedicated employee assistance program
- Access to workplace health and safety webinars, and other resources
- Fostering a people-centred organisational culture through supportive management.

A Workplace Health and Safety Committee is to be established in accordance with the applicable legislation to provide an additional forum for communication and consultation with employees on matters relating to health and safety.

The Safety Officer shall be a Workplace Health and Safety Committee member. Where feasible the Child Safety Officer and Risk & Compliance Officer shall be a member of the Committee.

The Workplace Health and Safety Committee will meet at least quarterly.

Representatives are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.

Dissemination of Policy

The Workplace Health and Safety Policy and related procedures shall be displayed in the workplace and all employees and volunteers will be provided with a copy through their supervisor. New employees will be provided with a copy of the policy as part of their induction.

Review

Activities	Frequency
Review	Annually

This policy will be reviewed annually by the GMSS in consultation with the Occupational Health and Safety Committee with endorsement by the CEO for approval by the Board. The review will involve assessing the effectiveness of the policy and program by such means as:

- Ensuring it remains compliant with the relevant State legislation
- Reviewing overall health and safety performance; and
- Monitoring the effectiveness of policies and procedures.

Related Documents

Legislation:	<ul style="list-style-type: none"> - Occupational Health & Safety Act 2004 - Occupational Health & Safety Regulations 2017
Standards and Guidelines:	<ul style="list-style-type: none"> - Victorian WorkSafe - Victoria Legislation
Organisational Documents:	<ul style="list-style-type: none"> - Code of Conduct Policy - Workplace Bullying, Harassment and Violence Policy - Cyber Security and Data Breach Policy - Glossary of Terms

Version Control

Version	Code Type	Change	Authorised	Date
6	N/A	Occupational Health and Safety Policy	CEO	May 2021
7	POL014	Reclassification, renamed to Workplace Health and Safety Policy and minor amendments	Governance Committee	8 March 2023
7.1	POL014	Update after Governance Committee Reviews per March 2023 minutes	Board	17 April 2023