

<b>Policy Title:</b>	Work Health and Safety
<b>Policy Number:</b>	WHSP001
<b>Category:</b>	Policy and Procedures
<b>Classification:</b>	Work Health and Safety Policies
<b>Status:</b>	<b>Approved 8<sup>th</sup> April 2014</b>

## Purpose

- To provide a risk management approach that identifies hazards, assesses and evaluates any risks and implement controls that minimise the chances of injury or illness to workers;
- To maintained current legislative compliance with regard to Work Health and Safety;
- To ensure that all plant and equipment provided is maintained so as to be safe for operators and others;
- To ensure that all buildings and environments are safe and that all occupants are provided with safe means of access and egress and appropriate emergency response facilities;
- To ensure that any substances that are used, transported or stored by the Kalano Community Association Inc staff are safe and/or that risks associated with them are minimised;
- To provide systems that minimise risks associated with jobs, tasks, and other activities that may otherwise pose a risk of injury to workers;
- To ensure that workers are consulted with on the management of hazards and risks that affect them;
- To provide appropriate training to all workers regarding the hazards and risks they are exposed to as part of their work;
- To provide relevant information about hazards to workers in a language or form that they are likely to understand;
- To provide adequate supervision and support relevant to the skills and abilities of workers and the hazards they are exposed to; and
- To fulfil requirement under the AS/ANZ ISO 9001:2008

## Scope

Kalano Community Association Inc. is committed to providing a safe and positive working environment for its workers (employees, volunteers and contractors). We endeavour at all times to be a responsible employer and service provider with regard to our commitment to work place health and safety.

## **Policy**

To achieve this:

- We will maintain a Work Health Safety (WHS) Management System that utilises correct policies, procedures, strategic plans and ongoing action plans to identify and manage hazards and risks;
- Ensure managers maintain programs and plans that address WHS issues particular to their activities;
- Use a systematic approach to identify and control risks associated with health and safety issues that follow guidelines established by Australian Standards 4360 (Risk Management) and 4804 (Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques).
- Ensure that disciplinary action will be taken against any person considered to have breached our WHS policy. Disciplinary action may include termination of employment.

## **Procedures**

Consistent with the requirements of the Work Health and Safety legislation, Kalano Community Association Inc as an employer, has a general duty of ensuring that workers are not exposed to risks while they are working. These duties and responsibilities are delegated as follows.

### **Kalano Board of Directors**

- Maintain a current WHS Policy that is promoted to all levels of management and workers;
- Maintain a strategic plan that promotes continual improvement in work health and safety;
- Ensure adequate resources are provided to support the strategic plan; and
- Provide guidance and leadership to the CEO and management.

### **Chief Executive Officer**

- Overall WHS management to ensure compliance with the strategic plan;
- Ensure compliance with WHS legislative requirements;
- Ensure adequate resources are provided to support the plan; and

- Ensure that managers receive appropriate and ongoing WHS training and information.

### **Program Managers**

- Undertake risk assessments for programmes and activities under their area of control;
- Develop and implement appropriate control plans and schedules to minimise risks identified through the risk assessments;
- Maintain and manage a schedule of WHS activities;
- Ensure that adequate resources are provided to support scheduled WHS activities;
- Maintain a consultative approach with supervisors and Health and Safety Representatives (HSR);
- Provide support and training to supervisors on their responsibilities for WHS; and
- Be adept at solving problems and issues associated with WHS on a day-to-day basis.

### **All Workers (employees, volunteers, contractors) and Visitors**

- Know and comply with KCA Inc WHS rules and policies;
- Work so as not to endanger themselves or any other person by act or omission;
- Use and follow instructions, training or other information provided with regard to WHS; and
- Report all incidents, injuries and hazards to management or HSR for action.

### **Related Forms**

- Staff Incident / Accident Report Form – For Employees
- Kalano Incident Report Form – Corrective Action

### **Relevant Documents**

<i>Related Policies</i>	<ul style="list-style-type: none"> <li>• <i>HRP003 – Employee and Contractor Code of Conduct</i></li> </ul>
<i>Related Publications</i>	<ul style="list-style-type: none"> <li>• <i>Australian Standards 4360 – Risk Management Guidelines</i></li> <li>• <i>Australian Standards 4804 – Occupational Health and Safety Management Systems Guidelines</i></li> </ul>

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