# Occupational Health and Safety Policy

## Purpose

Company Name will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

To do this, Company Name will:

* develop and maintain safe systems of work, and a safe working environment
* consult with employees and health and safety reps on safety
* provide protective clothing and equipment, and enforce its use
* provide information and training for employees
* assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks
* remove unacceptable risks to safety
* provide employees and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace.

All persons responsible for the work activities of other employees are accountable for:

* identifying practices and conditions that could injure employees, clients, members of the public or the environment
* controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
* making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
* making sure PPE is maintained and working properly

Company Name demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

## Manual handling policy

It is Company Name policy to provide all employees with a safe and healthy workplace by identifying, assessing and controlling manual handling risks.

While management is responsible for the health, safety and welfare of all staff, all employees must report potential and actual manual handling hazards.

Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

## Workers’ compensation policy

All employees may be eligible for workers’ compensation benefits if injured while at work.

## Injury procedure

If there is an injury:

1. The first priority is medical attention. The injured worker or nearest colleague should contact Company Name Management. For a serious injury also call an ambulance.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager.
3. The manager must write a report in the Register of Injuries, Incidents and Near Misses. This standard report must include:

* employee’s name and job details
* time and date of injury
* exact location the injury/incident occurred
* how the injury/incident happened
* details of the injury/illness and the part/s of the body injured
* names of any witnesses
* name of the person entering details in the Register
* date the employer was notified

1. Company Name will let the injured employee know in writing that we have received notification of any injury or illness reported in the Register.

The manager must report serious injuries to WorkSafe immediately.

## Smoking policy

Whilst on shift we ask that you only smoke on your designated break times. Where possible, please ensure you are out of visible view of our patrons.  
Excessive smoke breaks will not be tolerated, and management will discuss with you when appropriate.

# Alcohol & Drug Policy

## Purpose

Company Name has a commitment to providing a safe, healthy and productive workplace. The business recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

All employees have the right to be safe at work. This policy aims to create a workplace at all Company sites where people are not affected by others under the influence of drugs and/or alcohol.

Additionally Company Name recognises that employees with drug and alcohol related problems may be treated successfully and rehabilitated into the workforce.

## Scope

## This policy applies to all employees, and may also be utilised against contractors and visitors to all company sites. All managers, supervisors, employees, contractors and visitors are responsible for the application of this policy.

## Policy

Company Name will do its utmost to create and maintain a safe, healthy and productive workplace for all employees.

* Company Name does not tolerate attending work under the influence of alcohol. For those working in Safety Sensitise Areas there is a zero tolerance approach to alcohol.
* Company Name has a zero tolerance policy in regards to the use of illicit drugs on their premises.

Contravening either of these points may lead to instant dismissal.

### Definition:

**Positive Result:** A test result that is above the permitted level for drugs or alcohol.

**Prescription Drugs**: Is a pharmaceutical drug that legally requires a medical prescription to be dispensed.

**Over the Counter Drugs**: Drugs that can be purchased at pharmacies without prescription that can still impact on the fitness of an individual for work due to symptoms such as drowsiness.

**Illicit Drugs**: Substances that are prohibited by state, territory and federal legislation, including the use of prescription drugs without a prescription or the misuse of over the counter medication.

**Safety Sensitive Activities** **(SSA)**: Safety Sensitive Activities are roles or areas that are naturally high risk, this would include working on sites that have heavy machinery including vehicles, construction sites, working at heights, extreme temperatures and environmental or chemical hazards.

### Testing

1. **Cause testing** (visual)- Where the employer observes an employee and suspects on reasonable business grounds the employee might be affected by testable drugs or alcohol. The employer reserves the right to send the employee off for testing at the most practicable medical practice to establish their fitness for work.
2. **Post-accident or serious incident**- An employee will be tested for alcohol and testable drugs after an accident or serious incident that occurs whilst they are performing, or available to perform an SSA.

### Prescription medication

#### Any employee that is taking medication that effects their fitness for work should provide a written declaration from a pharmacist or doctor declaring the medication and impact or potential impact it will have on their role. This declaration should be submitted prior to starting work while under the influence of the medication. In the absence of a declaration, all medication should be declared before any testing is conducted.

#### If test results match the declared medication they will be seen as a ‘Negative Result’ and no disciplinary action will be taken. If it does not match the prior declaration it will be seen as a ‘Positive Result’ pending a confirmation test and further investigation. If medication has not been declared in writing prior to testing and is found to impact on the individuals fitness for work disciplinary action will be considered.

### Social work functions

It is acknowledged that on some occasions the Company will conduct/organise social activities on or off the business premises where alcohol may be available to staff over the age of 18. It is important for employees to be aware of their individual limitations of alcohol consumption. Employees need to conduct themselves in a safe, responsible manner that will not harm and/or harass other employees, the Company’s property or reputation. Driving over the legal limit or under the influence of illicit drugs is illegal.

It is the responsibility of management to do all that is reasonable to ensure staff are consuming alcohol in a safe, responsible manner.

Managers/supervisors also have the responsibility to report and act on any incidents where it is suspected that an employee may be affected by drugs or alcohol to the extent they may harm and/or harass other employees or harm the company’s reputation.

## Compliance

All employees, contractors and sub-contractors of Company Name must comply with the Alcohol and Drug Policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or (for contractors and sub-contractors) the termination or non-renewal of contractual arrangements.

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# Workplace Health and Safety Policy

## Overview

Company NameE (“the Company”) is committed to the establishment of an accident free, safe and healthy workplace, safe working methods, and the provision of safe equipment. Health and safety is considered by management to be an integral and vital part of the successful performance of any job. This policy sets out the responsibilities of the Company and its employees with the aim that together we can keep the workplace safe and productive.

* Identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;
* Ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced;
* Encourage consultation in addressing safety issues;
* Develop and implement safe systems of work;
* Provide adequate safety information, training and supervision;
* Design, purchase, install and maintain a safe site and machinery;
* Ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced;
* Ensure that the workplace under their control is safe and without risks to health. The Company will always be held accountable for identifying any unsafe or unhealthy conditions or behaviour;
* Ensure that the behaviour of all persons in the workplace is safe and without risks to health; and
* Attempt to remedy all problems relating to occupational health and safety.
* Adhere to safe work practices, instructions and rules;
* Immediately report any unsafe work condition or equipment to the Employer;
* Not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
* Perform all work duties in a manner which ensures individual health and safety and that of all other employees;
* Encourage fellow employees to create and maintain a safe and healthy work environment; and
* Co-operate with all other employees to enable the health and safety responsibilities of all employees be achieved.

## OPERATION

### COMMUNICATION AND CONSULTATION

We recognise that employee consultation and participation in our safety system is vital and improves decision–making about health and safety matters in the workplace. Consultation is also included in the process of risk assessments and the development of our safe work practices.

Employees of Company Name shall be actively involved in the workplace safety system. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to management. Regular meetings to consult and inform employees on safety issues shall be conducted through staff meetings.

Employees shall be made aware of safety issues relating to their jobs on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed. One of the following methods shall be used:

* **Notice board** – to alert employees to WH&S issues, changes to policies, procedures or safe work practices, recent incidents on site.
* **Mail out** – safety information may be conveyed through a mail out (or email) to employees. This would most likely occur with the regular mailing out (or emailing) of pay slips.
* **Verbal contact** – for more immediate safety concerns, employees shall be contacted verbally.

Procedures for communication and consultation are maintained and reviewed as necessary with input from employees. An issues resolution procedure shall also be maintained and reviewed, which allows for an agreed process of resolving WH&S issues arising.

Communication and consultation with employees is a significant aspect of our safe working culture.

We expect our employees to be committed to working with management in order to effectively manage health and safety on the job. Employees are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with management and staff meetings.

Management shall work in conjunction with employees to review and update this, and other, policies and procedures.

## Workplace Injuries - Rehabilitation and Return to Work

Company Name is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for injured or ill workers. We are committed to:

* Prompt injury notification;
* Communication and consultation with all parties to develop an appropriate return to work program;
* Accountability and responsibility for injury management being clearly understood;
* Provision of suitable meaningful activities during the return to work process; and
* Dispute resolution as required.

Company Name will ensure the following positive approach in meeting these objectives, including:

* Early reporting of injuries;
* Appropriate and timely medical intervention and return to work planning;
* Provision of suitable resources and productive duties for the injured worker;
* Positive support and encouragement during the rehabilitation process; and
* Review of incidents and accidents to seek preventive measures and continuous improvement.

Responsibility for the implementation of this policy lies with the Manager in consultation with Management and employees. The Employer shall work in conjunction with employees to review and update this, and other, policies and procedures.