



ABN 36 082 395 195

WORK HEALTH AND SAFETY POLICY

1. INTRODUCTION

LABOUR OPTIONS✓ aims to build a culture that encourages everyone in the workplace to take responsibility for maintaining a safe and healthy work environment. **LABOUR OPTIONS✓** recognises its responsibility to employees, workers, contractors, clients and visitors who access areas under its control. **LABOUR OPTIONS✓** and its management are committed to complying with WHS laws and require workplace participants to assist **LABOUR OPTIONS✓** to meet its WHS obligations. **LABOUR OPTIONS✓** aims to provide the necessary environment, management structure, resources and systems to ensure continual improvement on safety matters.

2. APPLICATION OF THIS POLICY

This Policy applies to employees, workers, visitors and contractors (including sub-contractors and temporary contractors) of **LABOUR OPTIONS✓**, collectively referred to in this Policy as "workplace participants".

3. COMMENCEMENT OF POLICY

This Policy will commence from **16th September, 2019**. This policy is designed to complement existing policies where relevant and replaces all other health and safety policies (whether written or not).

4. OBJECTIVES

LABOUR OPTIONS✓ key objectives in relation to WHS are:

- To achieve best practice in complying with WHS legislation and standards;
- To provide a safe and healthy work environment for all our workers, clients, visitors and contractors;
- To provide safe and healthy methods of work;
- To involve **LABOUR OPTIONS✓** workers in the decision making process through effective consultation;
- To ensure all **LABOUR OPTIONS✓** Managers and Supervisors take responsibility for WHS as an integral part of their role; and
- To comply with all relevant laws, standards and codes of practice.

It is expected that all managers and workers will assist **LABOUR OPTIONS✓** in achieving these objectives.

5. RESPONSIBILITY

5.1 **LABOUR OPTIONS✓** Responsibility - Duty of Care

Under WHS laws, **LABOUR OPTIONS✓** is responsible for ensuring the health, safety and welfare of workplace participants, it will do so by:

- Providing and maintaining equipment and systems of work that are safe and without risk to health;
- Developing and maintaining management systems that establish responsibilities, targets and monitoring methods;
- Conducting suitable and sufficient assessments of WHS risks and implementing appropriate risk control measures;
- Providing adequate arrangements for consultation and communication on WHS matters to create a positive culture;



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- Providing professional and competent WHS resources to assist in meeting **LABOUR OPTIONS✓** WHS objectives;
- Making arrangements to ensure safety and absence of risks to health when using, handling, storing or transporting equipment and substances;
- Providing information, instruction, training and supervision on WHS;
- Work with the controller of any leased or shared premises to ensure that the building is in a condition which is safe and without risk to health.

LABOUR OPTIONS✓ will also ensure that workplace visitors (other than workers) are not exposed to risks to their health or safety arising from the conduct of **LABOUR OPTIONS✓** undertaking while they are at the work place.

5.2 Management Responsibility

All Directors, Managers and Supervisors are responsible and accountable for the safety of workers, contractors, client, visitors and company property under their control. Managers and Supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

To carry out this responsibility Managers and Supervisors must:

- Implement **LABOUR OPTIONS✓** WHS policies and procedures effectively;
- Identify and assign health and safety duties to appropriate workers;
- Consult with workers and take account of their views in decisions that impact on their health, safety and welfare at work;
- Regularly review and update WHS arrangements for activities such as training, hazard management, purchasing, first aid, emergency action and evacuation so that they continue to meet **LABOUR OPTIONS✓** WHS needs and responsibilities;
- Develop annual WHS improvement plans for their areas of responsibility where required;
- Inform, train and supervise workers to enable them to understand and follow safe working procedures;
- Investigate and report on all WHS incidents and accidents so that weaknesses in the **LABOUR OPTIONS✓** WHS system are identified and corrected (All incidents including accidents and near misses must be reported immediately by completing an Incident and Investigation Report Form and submitting the form to the manager);
- Inform all contractors engaged to carry out work for **LABOUR OPTIONS✓** of the safety standards expected of them and monitor their performance to ensure they meet these standards in the way they carry out their work;
- Advise suppliers of equipment and services of the safety standards expected of them and ensure that the equipment meets appropriate standards and legislative requirements;
- Induct new staff members including workers and contractors;
- Monitor current WHS performance and strive to achieve a steadily improving standard of WHS performance; and
- Comply with all relevant Acts and Regulations.

5.3 Workplace Participant Responsibility

All workplace participants are expected to:



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- Work safely at all times to protect their own health and safety, the health and safety of everyone with whom they work and any other person who is at the worksite they are working at;
- Report to their Managers and Supervisors of any hazards they encounter in their working day;
- Maintain a clean and orderly work area;
- Cooperate with all WHS requirements, programs and initiatives being implemented by the organisation and clients and follow specified safe systems at work;
- Participate in WHS consultation and training initiatives; and
- Comply with all relevant Acts and Regulations.

5.4 Contractor Responsibility

All contractors engaged to perform work for **LABOUR OPTIONS✓** are required to comply with the health and safety policy, programs and procedures of **LABOUR OPTIONS✓** and to observe directions on health and safety given by management. All contractors are also required to submit safe work method statements where required for work conducted on the premises. Failure to comply or observe a direction will be considered a breach of the contract and may be sufficient grounds for termination of the contract.

6. CONSULTATION

6.1 **LABOUR OPTIONS✓** Commitment

Consultation with workplace participants in relation to WHS matters will take place at all levels within **LABOUR OPTIONS✓** and will be done both formally and informally. **LABOUR OPTIONS✓** will consult workplace participants to identify and correct hazards in the workplace and to identify and resolve issues that may affect their health, safety and welfare. Workplace participants' involvement at all levels is vital for ensuring a safe workplace. Consultation will be implemented to promote the health, safety and welfare of workers and others in the workplace. WHS matters are expected to be a standing agenda item at all staff meetings.

6.2 Workplace Participant Consultation

If workplace participants are concerned about a particular hazard or other WHS issue, they should, in the first instance, discuss the matter with their supervisor so that those concerns can be promptly addressed. If the matter is not resolved or assistance is required in resolving an issue, workers can then refer it to the Account Manager.

7. RISK MANAGEMENT

LABOUR OPTIONS✓ adopts a framework of risk management processes that allow for the achievement of **LABOUR OPTIONS✓** organisational objectives. **LABOUR OPTIONS✓** will adopt a risk management approach to WHS that is integrated with its overall risk management program.

8. BREACH OF THIS POLICY

All workplace participants are required to comply with this Policy at all times. If an employee breaches this Policy they may be subjected to disciplinary action. In serious cases this may include termination of employment. Contractors and other applicable third parties may have their contracts with **LABOUR OPTIONS✓** terminated or not renewed.

9. ACHIEVEMENT OF OBJECTIVES

The success of **LABOUR OPTIONS✓** WHS management will be evaluated on a systematic basis through a range of workplace processes and initiatives.