

# Workplace Health and Safety Policy

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## Policy Statement

Holy Cross Services (HCS) is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors, and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

HCS is committed to complying with the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, codes of practice and other safety guidance material.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. All workers have important responsibilities for health and safety in the workplace.

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation, and commitment of everyone in the workplace.

## 1. Scope and Context

This policy outlines the HCS approach to Workplace health and safety including the principles that will apply to all workplace health and safety related policy and procedures.

## 2. Principles

### 2.1 Principle One: Compliance

Management will ensure the business is compliant with all legislation relating to health and safety.

HCS is bound by the Workplace Health and Safety legislation of Queensland and aims to meet its obligations by complying with the relevant acts and regulations, codes of practice and Australian standards.

### 2.2 Principle Two: Risk Management

Risk management processes are implemented to ensure that all workplace hazards are identified, assessed and controlled, or otherwise managed where elimination is not possible.

Systems are in place for reporting all incidents and hazards, and investigations are conducted in a timely manner to ensure that effective risk management is maintained.

### 2.3 Principle Three: Providing information/instruction/training

HCS will provide information, instruction, and training to enable all workers to work safely. This includes induction training at commencement of employment and ongoing training relevant to workplace health and safety.

### 2.4 Principle Four: Consultation and communication

HCS will consult with and involve workers on matters relating to health, safety and wellbeing. Mechanisms in place for ensuring consultation and communication include the meetings, training and “toolbox talks”, reporting and feedback processes.

## 2.5 Principle Five: Equipment, controls, protective equipment

HCS will provide appropriate safety equipment and personal protective equipment (PPE) and ensure equipment is maintained and appropriate for the workplace.

All plant and equipment in use has a documented risk assessment and work instructions detailing the control measures and instructions for use to ensure safe operation of equipment.

Personal protective equipment is available for all workers as relevant to work tasks and based on risk assessment.

## 2.6 Principle Six: Injury management and return to work

HCS will maintain a suitable injury management and return to work program with supporting procedures and resources for early intervention, to optimize recovery, enable safe return to work or stay at work.

Whilst every effort will be made to prevent work-related injuries through an appropriate risk management system, should one of our staff members incur a work-related injury that means they are unable to continue their normal work, we will provide the necessary assistance for them to remain at work, or return to work as soon as it is safely possible.

## 2.7 Responsibility

Staff at all levels have specific responsibilities for ensuring Health, Safety. These responsibilities are principally based on the Work Health and Safety Act 2011 (Qld).

Management, including those in leadership and supervisory roles will:

- Lead by example demonstrating visible commitment to health and safety in the workplace
- Act and comply with legal duties
- Empower workers with the necessary knowledge, skills, and abilities to fulfill their WHS responsibilities
- Ensure appropriate resources are available for WHS
- Ensure continuous improvement through the risk management process

Workers will:

- Take reasonable care for their own health and safety
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

## 3. Definitions

Term	Definition
PCBU	Person in control of the business or undertaking
Worker	Under the Work Health and Safety Act 2011 (WHS Act), a worker includes any person who works, in any capacity, in or as part of the business or undertaking. You are a worker under health and safety legislation if you are an: employee. independent contractor or subcontractor (or their employee)
Employee	HCS People