

Workplace Health and Safety

The Workplace Health and Safety policy is TasCAHRD's policy framework for all OHS and workplace standards.

Goals:

1. TasCAHRD is committed to ensuring the health, safety and welfare of employees and volunteers, and the health and safety of contractors and visitors. TasCAHRD encourages all employees and volunteers to regard accident prevention and working safely as both a team and an individual responsibility.
2. TasCAHRD is committed to the development of safety consciousness in all employees, volunteers, visitors and contractors in order to minimise the risk of injury to persons and damage to properties or facilities. In addition, TasCAHRD has a moral and legal responsibility to provide a safe and healthy environment in which to work.
3. TasCAHRD will develop, implement, evaluate and improve occupational health and safety policies, guidelines and programs according to legislative requirements, and organisational policies. TasCAHRD is committed to keeping abreast of changing safety standards and to communicating these standards within the workplace through OHS consultation and meetings.

Definitions: Referral to the *employer* in OHS policies is the Board of Management of TasCAHRD. Referral to *employees or workers* in OHS policies includes volunteers of TasCAHRD. Referral to *visitors* includes clients and consumers of TasCAHRD.

Responsibilities:

4. Management (the employer, supervisor and/or manager) is responsible for providing and maintaining:

- A safe working environment
- Safe systems of work
- Plant and equipment in a safe condition
- Emergency and fire safety systems
- Use of Standard Precautions and needle stick injury procedures
- Facilities for the welfare of all workers
- Any information, instruction, training and supervision needed to make sure that all workers are properly informed as to risks to their health
- Responsibility for the effective implementation and regular review of the OHS policy
- Responsibility for budget allocation to maintain a safe working environment
- All incidents within management's control are reported and investigated, and basic causes and control strategies identified
- A commitment to continually improve performance through effective safety management
- A commitment to consult and co-operate with employees in all matters relating to health and safety in the workplace.

5. Workers (the employee and volunteer) are responsible for:

- Ensuring their own personal health and safety, and that of others in the workplace
- Complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management that relates to health and safety
- Not misuse or interfere with anything provided in the interests of health and safety
- Report any incidents, accidents or unsafe conditions that come into their attention

7. Visitors and contractors are expected to:

- Comply with the OHS policies, guidelines and programs of TasCAHRD
- Observe directions on health and safety from designated officers of TasCAHRD

- Conduct their activities in a manner which prevents personal injury to others, and/or damage to property.

This policy applies to all business operations and functions, including those situations where employees are required to work off-site.

The following policies; Workplace Health and Safety OHS01, Occupational Health and Safety OHS02, Risk Management OHS03, Information, Data and Record Keeping OHS04 are TasCAHRD's leading documents for Workplace and Occupational Health and Safety. These policies are supported by guidelines, procedures, registers, checklists and forms.

Source: Information for OHS policies and guidelines obtained from Work Cover Tasmania and the University of Wollongong.

New Policy: 9/10/09

Board Approval: December 2009