

# WORK HEALTH & SAFETY POLICY



## OUR COMMITMENT

We are committed to the wellbeing of our workers, volunteers, visitors, and the communities associated with our business.

## OUR GOAL

We aim to reduce the incidence and severity of accidents, injuries, and workplace illnesses caused by our activities, and to improve the health and wellbeing of people working for or on behalf of Triathlon ACT (TACT).

## OUR PLAN

We are committed to:

- Developing, effectively implementing, and reviewing this Work Health and Safety (WHS) Policy.
- Promoting a culture of continuous improvement in work health, safety, and wellbeing.
- The risk management process and ensuring consistency with the nature of our workplace activities and scale of WHS risks.
- Complying with relevant WHS legislation and other requirements placed upon the organisation or to which we subscribe.
- Establishing measurable objectives and targets for work health and safety to ensure continuous improvement aimed at eliminating work-related illness and injury.
- Providing appropriate WHS training to all workers and volunteers.
- The consultation process to ensure all workers and affected Persons Conducting Business or Undertaking (PCBU) are included in the decision-making processes impacting on work health and safety.
- The dissemination of WHS information to all workers.
- Implementing the provisions of this Policy consistently in everything that we do.

**RESPONSIBILITIES:****Persons Conducting Business or Undertaking (PCBU)**

As the PCBU, TACT has the responsibility, so far as is reasonably practicable, to eliminate risks to the health and safety of its workers and, when elimination is not possible, to minimise those risks.

**Officers**

As TACT's Officers for the purposes of the Work Health and Safety Act 2011, the Executive Director and each Board Member are committed to exercising due diligence by ensuring TACT complies with its WHS duties and obligations. This is achieved by acquiring knowledge of, and keeping up to date with, WHS matters, understanding the hazards and risks associated with TACT's operations, and providing and verifying the adequacy of resources and processes to eliminate and reduce workplace risks to their workers. TACT's Officers consider information regarding incidents, hazards and risks, and commit to responding in a timely way to that information.

**The Executive Director:**

The Executive Director is involved in the development of this Policy and therefore endorses and supports the implementation of the Policy and the associated WHS programs.

The Executive Director is committed to exercising due diligence in accordance with TACT's Work Health and Safety Management System, ensuring the appropriate resources to establish and maintain a consultative and systematic approach to WHS and injury management under this Policy.

**Board Members:**

Each Board Member is responsible and accountable for supporting this Policy and WHS programs in their areas of control and will support workers in fulfilling their WHS obligations and responsibilities.

**Workers**

Workers are everyone who conducts work for, or with, TACT and includes the Executive Director, Board Members, employees, volunteers, contractors, and labour hire staff.

Each worker is required to take reasonable care for his or her own health and safety, and make sure that their acts or omissions do not adversely affect the health and safety of other persons.

Workers must also comply, so far as the worker is reasonably able, with any reasonable instruction that is given by TACT regarding work health and safety and to abide by the policies and procedures of TACT relating to health or safety.

**Governance Sub-Committee:**

The Governance Sub-Committee of the TACT Board ensures a consultative approach is maintained and employees are advised and involved in changes that affect WHS.

**Visitors**

All visitors entering the TACT's office are required to remain in the company of workers of TACT at all times, and follow all safety related instructions. Failure to observe a direction will result in removal from the office. This also applies to any other workplace that is controlled by TACT, such as a coaching or training course.

## WHS Modules

TACT's WHSMS is comprised of **Modules** that are designed in general accordance with **AS/NZS 4804 Occupational Health and Safety Management Systems** (General guidelines on principles, systems and supporting techniques).

WHS Module 1 – WHS Responsibilities	WHS Module 1 defines the areas of responsibility for all workers involved in the operation of TACT's WHSMS. The necessary authority to enable personnel to meet their responsibilities is also defined.
WHS Module 2 – WHS Management System	WHS Module 2 provides an overview of the nine WHS Modules.
WHS Module 3 – Document Control	WHS Module 3 sets the standard for WHSMS documentation. The Module defines the required format for the various system documents, including WHS modules, process controls, procedures, risk assessments, and other documented tools and forms.
WHS Module 4 - Purchasing	WHS Module 4 outlines the system for purchasing goods and services (including human resources such as contractors and labour hire). It is intended to ensure that goods and services meet predetermined WHS specifications and standards before they are admitted to the workplace and to ensure that contractors providing services or undertaking works meet the appropriate WHS compliance and performance requirements that are set by legislation and TACT's systems.
WHS Module 5 – Risk Management	WHS Module 5 provides instruction in the identification and reporting of hazards, assessing the risk, and applying the hierarchy of control to minimise any risk to the health and safety of workers and visitors within a TACT workplace.
WHS Module 6 – Process Control	<p>WHS Module 6 provides an introduction to the WHSMS suite of process control documents that describe specific functions, and provide information and processes for managing various work activities.</p> <p>Process control documents are provided for those WHS related activities that apply across the whole organisation and where requirements must be applied consistently. Examples of these process control documents include Consultation and Communication, First Aid, WHS Induction.</p>

WHS Module 7 – Safety Inspections	<p>WHS Module 7 outlines the system of WHS inspection and testing undertaken to ensure that the working environment, equipment, and/or procedures used in the conduct of work comply with the relevant standards, legislative requirements and/or specifications.</p> <p>Conducting regular WHS inspections and tests provides a primary means for identifying safety hazards within the workplace in a proactive manner. Corrective actions identified during inspection and testing activities ensure that controls are established before a potential workplace accident occurs.</p>
WHS Module 8 – Corrective Action	<p>WHS Module 8 sets out the process for determining, implementing and closing out corrective actions.</p> <p>“Corrective Action” is the collective term used to describe action taken:</p> <ul style="list-style-type: none"> <li>• After an incident or occurrence has taken place to ensure that a repeat incident does not occur (corrective); and</li> <li>• Where a hazard or non-conformance is identified via inspection, audit, or otherwise, to ensure that an incident does not result (preventative).</li> </ul>
WHS Module 9 – Training	<p>WHS Module 9 details the process for ensuring that workers are provided with the necessary training and supervision to enable them to undertake their work and other activities safely and competently.</p> <p>It identifies the methodology for identifying the organisation’s individual training needs, training delivery and assessment. The method for developing and assessing the competencies for individual roles is also described to ensure that WHS responsibilities and accountabilities are met.</p>