

Workplace Health and Safety Policy

Applies to

- All ABA staff and volunteers

Definitions

Word or Phrase	Definition
WHS	Workplace Health and Safety
Responsible Officer	Executive Officer
Employees	A person employed for wages or salary
Managers	All positions with 'Manager' in their designation and includes Branch Presidents. Includes paid and unpaid managers, and ABA Senior Finance Officer
Volunteers	A person who freely offers to take part in an enterprise or undertake a task
Others	Includes clients, and visitors to ABA premises, group meetings, conferences, seminars and students enrolled in ABA courses
Workplace	Anywhere where ABA business is conducted including group meetings, conferences, seminars

Objectives

To ensure:

- the health and well-being of employees, volunteers and others;
- that employees and volunteers are aware of their legal responsibilities in the workplace;
- that all employees and volunteers regard accident prevention and working safely as an individual and collective responsibility.

Principles

ABA is committed to ensuring a safe and healthy environment for its employees, volunteers, clients and visitors.

Policy statement

- ABA recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers, clients and visitors;
- The Responsible Officer will be accountable for providing healthy and safe workplaces;
- The Workplace Health and Safety Policy will be reviewed annually by the Responsible Officer, in consultation with the Workplace Health and Safety Committee and managers.

Responsible Officer

- The Responsible Officer will:
 - Oversee risk management
 - Ensure compliance with all relevant legislation, regulations and standards

- Maintain safe work premises, environment and systems, including systems to adequately manage emergency response
- Provide adequate facilities to protect the welfare of all employees and volunteers
- Provide appropriate WHS training to employees and volunteer workers
- Provide sufficient information and supervision for all staff and learners to work and study in a safe and healthy manner
- Consult with employees and contractors to enhance the effectiveness of WHS policies and procedures
- Regularly review and evaluate health and safety management systems, including audits and workplace inspections
- Establish and maintain a Workplace Health and Safety Committee
- Ensure that adequate resources are provided to meet the health and safety objectives
- Ensure that policies and procedures enable the effective management of health and safety risks
- Provide mechanisms to:
 - enable the identification, development, implementation and review of appropriate health and safety policies and procedures
 - enable consultation with employees and volunteers regarding any changes to the workplace, work practices, policies or procedures that may affect workplace health and safety
- Provide managers with:
 - the necessary knowledge and skills to effectively carry out their health and safety responsibilities
 - mechanisms to monitor, assess and report health and safety performance.

Managers

- Managers will be held accountable for their areas of control to ensure:
 - Relevant health and safety policies and procedures are effectively implemented;
 - All risks to health and safety are identified, assessed and effectively controlled
 - Risk control measures are regularly monitored and deviations from standards are reported and rectified
 - Employees and volunteers are provided with the necessary information and training to effectively and safely perform their duties
 - Employees and volunteers are consulted on any proposals regarding any changes to the workplace, work practices, policies or procedures that may affect workplace health and safety
 - All incidents within their area of control are reported and investigated.

Employees and volunteers

- Employees and volunteers have a legal duty to protect their own health and safety and to avoid adversely affecting the health and safety of any other person;
- Employees and volunteers must:

- Report any workplace incident or hazard to their line manager
- Carry out their duties as detailed in health and safety policies and procedures and guidelines
- Comply with WHS venue checklist when running ABA events, including group meetings
- Obey any reasonable instruction aimed to protect their health and safety while at work
- Use any equipment provided to protect their health and safety while at work
- Assist in the identification of hazards, assessment of risks and the implementation of risk control measures
- Consider and provide feedback on any matters that may affect their health and safety
- Ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.

Visitors

- Visitors to ABA workplaces are required to:
 - Comply with occupational health and safety policies, procedures and programs established by ABA
 - Observe workplace health and safety directives.

Dissemination of Policy

- The Workplace Health and Safety Policy will be displayed in the workplace;
- All employees and volunteers will be provided with access to the policy;
- New employees will be provided access to the policy as part of their induction.

Approved by

Board

References

Legislation:

- VIC: Occupational Health and Safety Act 2004 www.worksafe.vic.gov.au
- NSW: Work Health and Safety Act 2011 www.workcover.nsw.gov.au
- QLD: Work Health and Safety Act 2011 www.deir.qld.gov.au/workplace
- SA: Work Health and Safety Act 2012 (SA) www.safework.sa.gov.au
- WA: Occupational Health & Safety Act 1984 www.commerce.wa.gov.au/worksafe
- ACT: Work Health and Safety 2011 www.worksafe.act.gov.au
- TAS: Work Health and Safety Act 2012 www.worksafe.tas.gov.au
- NT: Work Health and Safety (National Uniform Legislation) 2011 www.worksafe.nt.gov.au

Revision history

Revision	Date	Description of modifications
V2	2006	Revised by Executive Officer
V3	November 2013	Approved by ABA Board, Board Meeting 159